

STUDY MATERIAL I Year – Semester II

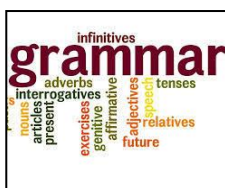
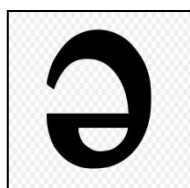
A Course in Reading and Writing Skills

Dr. Talanki Jeevan Kumar

Associate Professor of English
Government College (Autonomous)
Ananthapuramu.

Email: dr.tjeevan@gmail.com

Blog: www.drteevankumar.blogspot.com



The Material-cum-Workbook is prepared for
B.A./B.Sc./B.Com. Students based on Revised Syllabus of
English (Part – I) Under CBCS Framework w.e.f. 2023-24

I Year – Semester II

A Course in Reading and Writing Skills

Objectives & Outcomes

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension
- Build up a repository of active vocabulary
- Own writing strategies in academic skills
- Enable writing skills for future purposes
- Enhance communicative competence through Reading Writing skills acquired

Unit – I

Poetry	:	1. Ulysses	by	Alfred Lord Tennyson
Skills	:	2. Prefixes and Suffixes		
		3. Compound Words		
		4. Words Often Confused		

Unit – II

Prose	:	1. The Best Investment I Ever Made	by	A.J. Cronin
Non-Detailed:		2. Florence Nightingale	by	Abrar Mohsin
Skills	:	3. Skimming and Scanning		

Unit – III

Prose	:	1. What is my Name?	by	P. Satyavathi
Poetry	:	2. Stopping by Woods on a Snowy Evening	by	Robert Frost
Skills	:	3. Reading Comprehension (Top Down, Bottom Up, & Schema Theory)		
		4. Note Making / Taking		

Unit – IV

Poetry	:	1. Night of the Scorpion	by	Nissim Ezekiel
Skills	:	2. Expansion of Ideas		
		3. Notices, Agendas, and Minutes		

Unit – V

Non-Detailed:		1. An Astrologer's Day	by	R.K. Narayan
Skills	:	2. Curriculum Vitae and Resume		
		3. Letters		
		4. Email Writing		

Contents

Unit No.	Name of the Topic / Item	Page Nos.
I	1. Ulysses (Alfred Lord Tennyson)	1
	2. Prefixes and Suffixes	8
	3. Compound Words	14
	4. Words Often Confused	16
II	1. The Best Investment I Ever Made (A.J. Cronin)	21
	2. Florence Nightingale (Abrar Mohsin)	28
	3. Skimming and Scanning	33
III	1. What is my Name? (P. Satyavathi)	35
	2. Stopping by Woods on a Snowy Evening (Frost)	42
	3. Reading Comprehension	46
	4. Note Making / Taking	49
IV	1. Night of the Scorpion (Nissim Ezekiel)	55
	2. Expansion of Ideas	61
	3. Notices, Agendas, and Minutes	67
V	1. An Astrologer's Day	74
	2. Curriculum Vitae and Resume	82
	3. Letters	87
	4. Email Writing	91

A word about the Author

Dr. T. Jeevan Kumar works as an Associate Professor of English in Government College (Autonomous), Ananthapuramu, A.P. He has won the Smt. Movva Venkata Lakshmi Rama Sarma Memorial Gold Medal and also the Smt. Vasagiri Kamalamma Memorial Prize for securing first rank in post-graduation. He obtained his Doctoral degree from Sri Krishnadevaraya University, Ananthapuramu. He has more than ten years of teaching experience in the institutions of higher learning.



His articles, around fifty, have appeared in UGC approved/refereed national & International Journals. He has presented more than 70 papers in Seminars/Conferences.

He is the editor and the Course Writer of Second Year “General English” material prepared for the Students of Distance Education of Sri Krishnadevaraya University, Ananthapuramu. He is the Lesson Writer for First Year “General English.” He is the Content Generator of Undergraduate and Postgraduate Course Material for the International Student Cell of Acharya Nagarjuna University, Guntur.

Section – A (Poetry)

Answer any THREE Questions out of the following.

3x4 = 12

1. Paragraph Question from “Poetry”
2. Paragraph Question from “Poetry”
3. Paragraph Question from “Poetry”
4. Paragraph Question from “Poetry”
5. Paragraph Question from “Poetry”

Section – B (Prose)

Answer any THREE Questions out of the following.

3x4 = 12

6. Paragraph Question from “Prose”
7. Paragraph Question from “Prose”
8. Paragraph Question from “Prose”
9. Paragraph Question from “Prose”
10. Paragraph Question from “Prose”

Section – C (Non-Detailed)

Answer any THREE Questions out of the following.

3x4 = 12

11. Paragraph Question from “Non-Detailed”
12. Paragraph Question from “Non-Detailed”
13. Paragraph Question from “Non-Detailed”
14. Paragraph Question from “Non-Detailed”
15. Paragraph Question from “Non-Detailed”

Section – D (Writing Skills – I)

Answer any THREE Questions out of the following.

3x4 = 12

16. Prefixes and Suffixes - 4 (2 Prefixes + 2 Suffixes)
17. Compound Words - 4
18. Words Often Confused - 4
19. Paragraph Question from Skimming and Scanning
20. Reading Comprehension - Passage/Stanza from the Texts prescribed

Section – E (Writing Skills – II)

Answer any THREE Questions out of the following.

3x4 = 12

21. Question on Note Taking/Making
22. Question on Expansion of an India
23. Question on Notices, Agenda, and Minutes
24. Question from Resume
25. Question from Letter Writing / e-Correspondence

Section – A (Poetry)

Answer any THREE Questions out of the following.

3x4 = 12

1. How does the poet describe motherhood in “Night of the Scorpion”?
2. Bring out the Indianness of the poem with the help of words and images used by Ezekiel.
3. Comment on the horse as a companion to the lone rider in “Stopping by Woods.”
4. Bring out the significance of the metaphor of a journey as the journey of life itself.
5. Why do you think the poet repeats the lines “Miles to go before I sleep”?

Section – B (Prose)

Answer any THREE Questions out of the following.

3x4 = 12

6. How does the doctor’s help change the young man’s life in “The Best Investment I Ever Made”.
7. Sketch the character of Mr. John in “The Best Investment I Ever Made”.
8. What role the housewife took since her marriage in Satyavathi’s “What is My Name?”
9. How Pramila transformed the life of Sarada in Satyavathi’s “What is My Name?”
10. Discuss the main theme of “The Best Investment I Ever Made”.

Section – C (Non-Detailed)

Answer any THREE Questions out of the following.

3x4 = 12

11. Explain how Florence Nightingale prepared herself to join the mission of nursing.
12. What views did Abrar Mohsin express on Wars?
13. Comment on the character of Florence Nightingale.
14. Write a note on the author’s description of the astrologer in “An Astrologer’s Day.”
15. What details does the astrologer give to the stranger about his past?

Section – D (Writing Skills – I)

Answer any THREE Questions out of the following.

3x4 = 12

16. Write Prefixes / Suffixes for the following words:

- | | | | |
|-------------|----------------|------------|----------------|
| a) Eligible | (Write Prefix) | c) Active | (Write Suffix) |
| b) Legal | (Write Prefix) | d) Achieve | (Write Suffix) |

17. Match the following words in Group A and Group B to make Compound Words:

- | | | |
|----------|-----|----------|
| a) Post | () | 1) Brush |
| b) Tooth | () | 2) Man |
| c) Ware | () | 3) Pen |
| d) Ball | () | 4) House |

18. Fill in the blank with an appropriate word choosing one given in brackets:

- a) Nobody wishes to become a _____ (farmer/former) these days.
- b) You should _____ (buy/by) a grammar book.
- c) The graduates are not hesitating to go on streets and _____ (sell/cell) the products.
- d) There are seven days in a _____ (week/weak).

19. Differentiate Skimming and Scanning.

20. There is nothing glorious about the wars although the bards have often sung their praises. A war is always a dreadful thing; its outcome is nothing but destruction. The innumerable through the ages have brought about nothing but death, devastation, misery, and tears of blood upon mankind. The mighty epics singing of the valour of the glorious warriors hardly ever tell of us sufferings of those who lose their dear ones.

- a) Who wrote the above lines and in which essay do they appear?
- b) According to the author, what is the outcome of wars?
- c) What truth did the mighty epics never tell?
- d) Who has sung and praised the wars?

Section – E (Writing Skills – II)

Answer any THREE Questions out of the following.

3x4 = 12

21. Read the following passage and make notes.

Rabindranath Tagore, the most eminent modern Bengali poet, was also a critic, an essayist, a composer, and an author of innovative short fiction in Bengali literature. He is known outside India, principally through English translations. Geethanjali, a song offering (1912), his free verse recreations of his Bengali poems, modelled on medieval Indian devotional lyrics, won him the Nobel prize for literature in 1913, its first award to an Indian. Representative translations followed. Philosophical plays such as Chitra (1913) and the King of the Dark Chambers are some of the representative translations.

22. Expand any **ONE** of the following idea/proverb in 150 words

- a) God helps those who help themselves b) Online Education

23. You are working as Principal. You have planned to organize a meeting. Prepare a notice along with Agenda to invite and to discuss issues in the meeting.

24. Prepare a Resume for the post of Account.

25. Draft an email to JK Publishing House requesting them to send the English textbook prescribed for the Semester II students of Andhra Pradesh.

Unit – I: Poetry
Alfred Lord Tennyson's "Ulysses"

Text:

It little profits that an idle king,
By this still hearth, among these barren crags,
Match'd with an aged wife, I mete and dole
Unequal laws unto a savage race,
That hoard, and sleep, and feed, and know not me.
I cannot rest from travel: I will drink
Life to the lees: All times I have enjoy'd
Greatly, have suffer'd greatly, both with those
That loved me, and alone, on shore, and when
Thro' scudding drifts the rainy Hyades
Vext the dim sea: I am become a name;
For always roaming with a hungry heart
Much have I seen and known; cities of men
And manners, climates, councils, governments,
Myself not least, but honour'd of them all;
And drunk delight of battle with my peers,
Far on the ringing plains of windy Troy.
I am a part of all that I have met;
Yet all experience is an arch wherethro'
Gleams that untravell'd world whose margin fades
For ever and forever when I move.
How dull it is to pause, to make an end,
To rust unburnish'd, not to shine in use!
As tho' to breathe were life! Life piled on life
Were all too little, and of one to me
Little remains: but every hour is saved
From that eternal silence, something more,
A bringer of new things; and vile it were
For some three suns to store and hoard myself,
And this gray spirit yearning in desire
To follow knowledge like a sinking star,
Beyond the utmost bound of human thought.

This is my son, mine own Telemachus,
To whom I leave the sceptre and the isle,—
Well-loved of me, discerning to fulfil
This labour, by slow prudence to make mild

A rugged people, and thro' soft degrees
Subdue them to the useful and the good.
Most blameless is he, centred in the sphere
Of common duties, decent not to fail
In offices of tenderness, and pay
Meet adoration to my household gods,
When I am gone. He works his work, I mine.

There lies the port; the vessel puffs her sail:
There gloom the dark, broad seas. My mariners,
Souls that have toil'd, and wrought, and thought with me—
That ever with a frolic welcome took
The thunder and the sunshine, and opposed
Free hearts, free foreheads—you and I are old;
Old age hath yet his honour and his toil;
Death closes all: but something ere the end,
Some work of noble note, may yet be done,
Not unbecoming men that strove with Gods.
The lights begin to twinkle from the rocks:
The long day wanes: the slow moon climbs: the deep
Moans round with many voices. Come, my friends,
'T is not too late to seek a newer world.
Push off, and sitting well in order smite
The sounding furrows; for my purpose holds
To sail beyond the sunset, and the baths
Of all the western stars, until I die.
It may be that the gulfs will wash us down:
It may be we shall touch the Happy Isles,
And see the great Achilles, whom we knew.
Tho' much is taken, much abides; and tho'
We are not now that strength which in old days
Moved earth and heaven, that which we are, we are;
One equal temper of heroic hearts,
Made weak by time and fate, but strong in will
To strive, to seek, to find, and not to yield.

About the Author: Alfred Tennyson, 1st Baron Tennyson, (6 Aug. 1809 – 6 Oct. 1892) was Poet Laureate of the United Kingdom in the Victorian era. He remains one of the most popular poets in the English language. At the age of twelve he wrote a 6000-line epic poem. He was excellent at writing short lyrics like *In the valley of Caunteretz*, *Break, break, break*, *The Charge of the Light Brigade*, *Tears*, *Idle Tears*, and *Crossing the Bar*. Much of his verse like *The Lotus Eaters* was based on classical mythological themes. He also wrote some notable blank verse including *Idylls of the King*, *Ulysses*, and *Tithonus*. During his career, Tennyson attempted drama, but his plays were not very successful.



His poetry dealt often with the doubts and difficulties of an age in which established Christian faith and traditional assumptions about man's nature and destiny were increasingly called into question by science and modern progress. His poetry dealt with these misgivings, moreover, as the intimate personal problems of a sensitive and troubled individual inclined to melancholy. Yet through his poetic mastery — the spaciousness and nobility of his best verse, its classical aptness of phrase, its distinctive harmony — he conveyed to sympathetic readers a feeling of implicit reassurance, even serenity. Tennyson may be seen as the first great English poet to be fully aware of the new picture of man's place in the universe revealed by modern science. While the contemplation of this unprecedented human situation sometimes evoked his fears and forebodings, it also gave him a larger imaginative range than most of the poets of his time and added a greater depth and resonance to his art.

About the Poem: Tennyson's poem "Ulysses" is a dramatic monologue. It presents the indomitable courage and adventurous zeal of the title character, Ulysses. It encompasses many important themes. The first and foremost them is "**Optimism**". The poet presents the spirit of hope by using the character of Ulysses. He was, seemingly, too old to continue his voyage of adventure and quest for knowledge. Still, he was persistent. With an optimistic attitude towards life, he embarked on the sea again.

Another important theme of the poem is "**Brotherhood**". He never left his companions even if they were old and struggling. He injected the power inside his heart into theirs and inspired them to strive for a new beginning. Besides, he was never lonely on his voyage. He might have left his family behind, but his true family was his companions. They were his soulmates who "toil'd", "wrought", and most importantly "thought" with him.

Line-wise Summary:

Lines: 01 – 15

Tennyson's dramatic monologue begins with the speaker, Ulysses discussing his present state of affairs. These opening statements also reflect the character's mental condition. He might be old but his spirit is young. Moreover, he does not want to pass his time in stately

affairs, correcting the “savage race” of his nation. He believes that to stop for a moment equals death. Ulysses wants to continue drinking the wine of life.

The speaker is an embodiment of indomitable courage. There is satisfaction for him while he struggles. His desire to strive beyond the average capacity of other men means he has become famous in nations around the world. He says, “Myself not least, but honour’d of them all”

Lines: 16 – 32

In the second section of the first stanza, Ulysses considers his past. Previously, he along with his peers fought bravely and experienced a great deal. It seems to him that the more he knows the more his hunger for knowledge grows. He can see the “Gleams” of the “untravell’d world” before him. It reminds him of the endless sea of knowledge he is fond of. He finds the idea of stopping and ending his voyage of life an incredibly dull idea when the sea of knowledge constantly calls him to start again.

He is well aware of his age. Yet, in his heart, he knows being old is just a mental state. He compares himself to a “sinking star” that still has its light left. He wants to make use of the light of his soul to seek knowledge that is “Beyond the utmost bound of human thought.”

Lines: 33 – 43

In the second stanza of the poem, Ulysses talks about his duty as a father. After reading this section, it becomes clear, that although he has a spiritual urge to undertake a new adventure, he never forgets about the things he would be leaving behind. He has given over his duties to the hands of his son, Telemachus. He is “Most blameless” and does his “common duties” decently. So, there is no way of judging him as a romantic hero. He had a “Greek zeal” burning inside his “Victorian” embodiment.

Before leaving for the endless and the last voyage of his life, he leaves everything in the right order. He never wants to be an example of an irresponsible king in his nation. The poetic persona wants to be a name that will be a source of courage to the world

Lines: 44 – 57

In this section, the speaker directly addresses his comrades. He is about to leave his country with his friends. It is clear from the speaker’s tone that his friends cannot overcome their fear of leaving the country in their old age. But he does not want to go alone on the journey. Like before, he needs his friends. They were always there whenever he faced difficulties.

As a single unit, with a common heart, they thought together and conquered poor odds together. He reminds them of their present situation and tells them that being old does not bring life to a halt. Movement is life, immobility is death, he suggests. No matter, whether they are young or old. If they choose to remain ashore or stop adventuring and seeking, they are dead already.

Ulysses tells his companions that they all have a long way in front of them. He is unaware of the future. But his heart knows it is never “too late to seek a newer world”. This world is nothing but a metaphorical reference to the vast sea of knowledge.

Lines: 58 – 70

This section begins with the words “Push off”. The narrator infuses the energy of his soul into his comrades. They have to overcome their manifold fears to continue this journey of life.

The sea is in their blood. Ulysses knows they cannot live without it. He knows the way in front of them could be perilous and there might be threats to their lives. But they had to overcome their fears in the past and they can do it again. In the old days, their vigor shook every kingdom.

They are weak and old due to the natural process of aging. But, they are “strong in will.” At last, the narrator says, they are starting their endless spiritual quest “To strive, to seek, to find, and not to yield.”

The poem’s final lines are some of the most famous that Tennyson ever wrote. The need “to strive, to seek, to find, and not to yield” fits into the Victorian urge to escape the tedious nature of day-to-day life, to achieve a level of mythical fame reached by the classical heroes, to travel “beyond the sunset, and the baths of all the western stars.”

Tennyson doesn’t want to conform, he wants to challenge himself, and he wants to break new ground before his inevitable death. Just like Ulysses, Tennyson wants to go out adventuring rather than settle for regular life.

Paragraph Questions:**1. What makes Ulysses seek newer adventures?**

Ans: Ulysses is the legendary Greek hero in Homer’s epic *Odyssey*. At the time of the opening of the poem, he is old. He does not want to end his life as an idle king, making laws and punishing his rugged people. He is filled with an unquenchable thirst for travel. He wishes to live his life to the fullest. He has travelled far and wide gaining knowledge of various places, cultures, men and matters. Enriched by his experience, he portrays himself a traveller with an unquenchable desire to visit as many places as he can. He declares that it is boring to stay in one place. In his opinion, to rest is to rust. He wants to shine in use rather than being rusted. Life is not merely breathing. Though old but zestful, he looks at every hour as a bringer of new things. He yearns to follow knowledge, even if it is unattainable. Hence, he always seeks new adventures.

2. What is the main cause behind Ulysses dissatisfaction with his life in Ithaca?

Ans: Ulysses is the most eloquent and sagacious of the Greek heroes who took part in Trojan war. In the poem, he is an epitome of the spirit of zeal for adventure and knowledge. He, after coming back from Trojan War, has resumed to rule Ithaca. But he feels restless and idle among uneven landscape. The 'still hearth' refers to the insipid domestic life. He feels disgust towards his lack luster wife, Penelope. To rule his kingdom, he feels fatigued as to measure out imperfect laws among his subjects who 'hoard and sleep feed'. They are so savage that they cannot make out his idealism and to be oneness with his strong zeal.

3. Write a note on the roles and responsibilities which Ulysses assigns to his son Telemachus while he is away.

Ans: Ulysses describes his son, Telemachus, as a man who lacks his adventurous spirit. But he feels that his son is more suitable for governing Ithaca. So, he desires to hand over his scepter and kingdom to his son Telemachus. He wants his son to fulfil his duties towards his subjects with care and Prudence. He believes him that he would perform all his duties well and be a wise ruler. He expects his son to possess patience and has the will to subdue and civilize the rugged citizens of Ithaca in a tender way. He assigns Telemachus to pay due adoration to his household gods. As a father, he wishes his son would do his work blamelessly. These are the roles and responsibilities Ulysses assigns to his son Telemachus, while he is away.

4. What is Ulysses' clarion call to his sailors? How does he inspire them?

Ans: Ulysses is a great lover of adventure even at his old age. Like him, his companions too love adventure. For their adventure, Ulysses summons his sailors to gather at the port, where the ship is ready to sail. He praises his companions that they have faced both thunder and sunshine with a smile. They are united by their undying spirit of adventure. Though death would end everything, Ulysses urges his companions to join him and sail beyond the sunset. He asks them to seek a newer world regardless of consequences. He reminds them that they have brave hearts and once they had moved the heaven and the earth. He inspires them by saying that they may have grown old and weak physically but their spirit is young and undaunted. His call is an inspiration for all those who seek true knowledge and strive to lead meaningful lives. Thus, Ulysses' clarion call inspires his sailors very much and encourages them to start their adventure.

5. Explain how Telemachus is different from his father Ulysses.

Ans: Telemachus is the son of Ulysses and Penelope. When Ulysses left Troy, he was a mere child but when returned after twenty years he was a full-grown man. Telemachus is clever and wise enough. He carries out the duties of kingship by holding the rod of authority which is a king usually holds. He sticks to the monotonous work of governing rugged subjects. But his activity is totally different form that of Ulysses.

Ulysses treats him as ‘Mine own Telemachus’ to his comrades but, in him, the father found the want of passion for wander and knowledge. Ulysses longs for to be escaped from the boredom and hustle and bustle of life while Telemachus glues to the throne of Ithaca. Really, Telemachus is a foil to that of his father.

6. Briefly summarize the theme of the poem Ulysses.

Ans: “Ulysses” by Alfred Lord Tennyson presents the indomitable courage and adventurous zeal of old Ulysses.

This poem attempts to imagine life from the perspective of the title character, Ulysses. After ten years away from home, the Greek is now faced with the prospect of one final voyage. But, after a decade of adventures, the character dwells on whether he wants to remain with the mundanity and boredom of life at home, as well as whether he is the same man who left all those years ago.

Put simply, Ulysses is a man of adventure. The poem focuses on whether he could ever tolerate a simple, traditional home life. Instead, he imagines life on the open seas, the perils of his adventures, and the chances to demonstrate his bravery. But he is growing old. Looking back over his life, as well as his present and potential future, Ulysses considers how he feels about his mortality. The poet ends his poem with an exciting and enduring line. It reads: “To strive, to seek, to find, and not to yield.”

7. Describe symbols and their significance in the poem Ulysses.

Ans: Tennyson uses different symbols for referring to the greater structure. The poetic persona uses “still hearth” and “barren crags” as a symbol of an idle life. There are two important symbols in the poem. The first one is “sea.”

In the poem, the sea has a different symbolic meaning. It refers to adventure, mystery, and mobility. Whereas the poet uses the symbol of land to signify the opposites. It depicts love, care, relationship, immobility, and idleness.

In the poem, Ulysses belonged to ancient Greece. The poet also belonged to an age when immobility was compared to death. The sea and the land reflected a similar kind of symbolic meaning in Ulysses’ time as well as in the Victorian era.

Unit – I: Skills
Vocabulary: Prefixes and Suffixes

Prefixes and Suffixes: The most common method of forming words in English is to add some elements before or after the base word. A word having the smallest unit of meaning is called the base word. E.g.: pre + view = preview, friend + ly = friendly. Elements that are added before the base-word are called ‘prefixes.’ The elements that are added after the base are called ‘Suffixes.’ Each prefix and suffix has its meaning. For effective use of language, one should know the meaning of these prefixes and suffixes so as to guess the meaning of even unknown words. Some important prefixes and suffixes in English are:

Prefix	Meaning	Examples
in, il, im, ir, en, intro	in, into	infiltrate, illuminate, import, irrigate, enlist, introduce
intro, intra, endo	inside, within	introspection, intravenous, endogenous
ad, ac, ag, at	to, toward	adjust, accommodate, aggression, attract
pro	forth, forward	proclaim
para	beside, by	parallel, paraphrase
inter, dia	between, among	intervene, dialogue
extro, epi	outside, extra	extra-terrestrial, extrovert, epidermis
com, con, cor, syn, sym	with, at the same time	company, contemporary, correlate, synchronise, symphony
post	after	post-war, posterior
pre, ante, pro	before	precede, antebellum, prologue
de	down	descend
sub	under, beneath	subway
super	above, over	superior, supersensitive
re, retro	back, backward	retreat, retroactive
circum, peri	around, about	circumference, perimeter
per	through, throughout	perennial
syn	like, same	synonymous, synonyms
homo	common, like	homogeneous, homogenised
bene	good, well	benefactor, benign
mis	wrong	misspell, mistake
mal, mis	bad, badly	malpractice, malignant, misfit, miserable
hemi, semi	half	hemisphere, semicircle
prot	first	proton, protagonist
poly, multi	many, much	polygon, polyester, multitude
milli, kilo	thousand, thousandth	millimetre, kilometre, kilogram
centi, cent	hundred, hundredth	century, centipede

nove	nine	November, novena
oct	eight	octet, October
hep, sept	seven	heptagon, September
hexa, hex, sex	six	hexagon, sextet
pent, quintus	five	pentathlon, quintuplet
tetr, quadr	four	tetrahedron, quadrangle
tri	three	triangle, tricycle
di, bi, bin	two, twice	dioxide, bicycle, binocular
mono, mon, uni	one, single, alone	monorail, monocular, uniform

Latin Prefixes

Latin Prefixes	Meaning	Examples
ab, abs	away, away from	abnormal, abstract
ad	to, towards, at	adhere, admire, admit
am	around	amputate
ambi	both	ambivalent, ambidextrous
ante	before	antediluvian, antecedent
bi	two	bifocals
circum	around	circumnavigate, circumcise
co, com, con, col	with, together	co-worker, compress, conjoin, collate
contra	against	contraband
de	down, away from	decrease, descend
dis	away	distract
ef, ex	out, out of	effluent, exit
endo	within	indoctrinate
epi	on, upon	epicentre
extra	beyond	extra-terrestrial
il, in, im, ir	against, opposite	illegitimate, insufficient, impolite, irregular
infra	below	infrared
inter	between	interject
intro	within	introspection
ob	against	object, obstruct
non	not	non-violent, nonlethal
per	through	perfect
post	after, behind	postscript, post-infection
pre	before	prenatal, prelude
re	back, again	retreat, release
retro	backward	retrospect, retrofit
sin	without	sincere
semi	half	semi-sphere, semi-tractor

sub	under, below	subpar, subhuman
super	above, over	superannuation, supermarket
trans	across	transport, transatlantic
ultra	beyond, above	ultrasound, ultraviolet

Some Important Prefixes:

1	Ambi – two, both, double	Ambivalent, ambiguous
2	Anti – opposite, against	Anti-war, anti-rust
3	Auto – self	Autopump, autobiography
4	Bi – two, double	Bi-weekly, bisect
5	Bio – concerning life	Biology, biography
6	Chron – concerning time	Chronology, chronic
7	Co – with, together	Co-worker, co-operate, co-pilot
8	Con – together	Contact, conference
9	Counter – against, opposite	Counter-attack, counterfoil
10	De – remove, reduce	Decentralize, devaluation
11	Dis – showing negative or opposite	Discontinue, dishonest, disrespect
12	Extra – beyond	Extra-constitutional, extra-marital
13	Hyper – more than usual	Hypertension, hypersensitive
14	Inter – between	International, inter-departmental
15	Micro – small	Microscope, microprocessor
16	Mini – small	Mini-skirt, minimize, mini-lunch
17	Mis – badly or wrongly	Misrepresent, misinformation
18	Mono – one, single	Monotonous, monologue
19	Non – showing negative	Non-co-operation, non-smoker
20	Out – beyond, further	Outstanding, outshine, outgrow
21	Over – too much, above, additional	Overpopulation, overtime, overcoat
22	Post – after	Post-war, post-mortem, postpone
23	Pre – before	Pre-marital, preview, prepare
24	Pro – for, in favour of	Pro-American, Pro-Vice-Chancellor
25	Re – again	Rewrite, repeat, review, restatement
26	Semi – half, partial	Semi-circle, semi-darkness
27	Sub – below, under, less important	Sub-zero, sub-inspector, subordinate
28	Super – above, more	Superfast, superordinate
29	Tele – distant	Television, teleprinter
30	Un – showing negative or opposite	Unnoticed, unlucky, unwanted
31	Under – very little	Underdeveloped, underestimate
32	Vice – person next in rank	Vice-captain, vice-chancellor

Some Important Suffixes

1	-able/-ible – having the quality of something that can be	readable, comfortable/permissible
2	-al – concerning something	Historical, political
3	-an/-ian – person connected with something	Indian, electrician, musician, historian
4	-ance/-ence – action, quality or condition of something	Tolerance, transference, resistance, patience
5	-ancy/-ency – quality or condition of something	Transparency, expectancy, urgency
6	-ant/-ent – something or someone that –	Resistant, recipient, claimant
7	-ar – concerning something	Muscular, circular, molecular
8	-cide – killing someone/something	Insecticide, suicide, pesticide
9	-cy – the quality of being –	Privacy, accuracy
10	-ee – someone who is	Payee, employee, examinee
11	-en – (adjective) made of, (verb) to make	Golden, silken, lighten, darken
12	-er/-or – someone who does something	Teacher, player, governor, director, manager
13	-ess – the female of –	Lioness, actress
14	-free – without –	Sugarfree, tax-free, rent-free
15	-ful – having the quality of –	Beautiful, faithful, wonderful
16	-gamy – marriage to the number or kind of people stated	Polygamy, monogamy
17	-hood – the condition or time of being a	Childhood, adulthood, likelihood
18	-ic – connected with	Psychic, photographic
19	-ify – make or become –	Solidify, magnify, specify
20	-ion – the condition of being –	Satisfaction, stratification, junction
21	-ise/-ize – make	Idolize, regularize, crystallize
22	-ish – belonging to a nation or having the quality of (used pejoratively)	Irish, slavish, childish
23	-ism – belief in the principle/philosophy of; having the quality of	Communism, monism, mammonism, heroism

24	-ist – person believing in the principle/philosophy of; studying the specified subject	Communist, faddist, linguist, physicist, chemist
25	-ity – having the quality of	Regularity, profundity, specificity
26	-less – without –	Careless, speechless, childless
27	-let – small size of –	Booklet, pamphlet
28	-logy – scientific study of –	Geology, phonology
29	-ment – act of result of –	Acknowledgement, management, government
30	-ness – condition of being –	Goodness, carefulness, kindness
31	-ocracy – government of –	Democracy, bureaucracy
32	-ous – having the quality of –	Porous, mischievous, dangerous
33	-proof – not having the effect of –	Rust-proof, sound-proof, leak-proof
34	-ship – having the position or skill of	Lectureship, kingship, penmanship
35	-y – full of or typical of –	Windy, cloudy, starry, rainy

Note: In some cases, the prefix or suffix can be easily separated from the base. Eg: in the word ‘rewrite’, the prefix ‘re’ can be separated from the base ‘write’ but in a word like ‘prepare’ the prefix ‘pre’ cannot be separated from ‘pare’ because ‘pare’ is not an independent base in English. The prefix ‘pre’ has the meaning of ‘before’ even in the word ‘prepare.’

Assignment – I: Add prefixes to change the meanings of the following:

- | | | | |
|---------------|---|-----------------|---|
| 1) Normal | – | 7) Like | – |
| 2) Partial | – | 8) Pure | – |
| 3) Known | – | 9) Decent | – |
| 4) Successful | – | 10) Comfortable | – |
| 5) Locate | – | 11) Integrate | – |
| 6) Adequate | – | 12) Human | – |

Assignment – II: Add suffixes to change the meaning of the following words

- | | | | |
|------------|---|-------------|---|
| 1) advice | – | 7) Resist | – |
| 2) Europe | – | 8) Lonely | – |
| 3) Fever | – | 9) Danger | – |
| 4) Regular | – | 10) Dispose | – |
| 5) Rely | – | 11) Examine | – |
| 6) Care | – | 12) Friend | – |

Assignment – III: Identify the prefixes and suffixes used in the following words:

- | | | | |
|----------------------|---|--------------------|---|
| 1) prefabricated | – | 17) restatement | – |
| 2) misunderstanding | – | 18) disallowed | – |
| 3) specificity | – | 19) dishonesty | – |
| 4) disinterestedness | – | 20) anti-war | – |
| 5) infrequently | – | 21) inaccessible | – |
| 6) impossibility | – | 22) unnoticed | – |
| 7) non-commercial | – | 23) computerized | – |
| 8) tabular | – | 24) unidentified | – |
| 9) carelessness | – | 25) descriptively | – |
| 10) mismanagement | – | 26) formulation | – |
| 11) economist | – | 27) sociological | – |
| 12) vice-captain | – | 28) political | – |
| 13) privatization | – | 29) clarifications | – |
| 14) independence | – | 30) booklet | – |
| 15) modernity | – | 31) anti-American | – |
| 16) unidentified | – | 32) daily | – |

Assignment – IV: Fill in the blanks adding the beginnings and the endings to the words in brackets: (un-, in-, re-, pre-, -ment, -y, -ful, -less):

- 1) The pain has become _____. (tolerable)
- 2) It is a very _____ day. (wind)
- 3) I have a _____ card. (paid)
- 4) You are _____ about how to get to the situation, aren't you? (clueless)
- 5) There has been a great deal of _____ here since the 1970s. (develop)
- 6) We helped the people _____ (the town after the earthquake. (build)
- 7) Could you _____ the child's shoe laces, please. (tie)
- 8) Chetan is a _____ son. (duty)
- 9) I think the test is scientifically _____. (sound)
- 10) Maria is wearing a _____. (flower)

Answers:

Assignment – I:

- | | | | |
|--------------|-------------------|------------------|-----------------|
| 1) Abnormal | 2) Impartial | 3) Unknown | 4) Unsuccessful |
| 5) Dislocate | 6) Inadequate | 7) Dislike | 8) Impure |
| 9) Indecent | 10) Uncomfortable | 11) Disintegrate | 12) Inhuman |

Assignment – II:

- | | | | |
|--------------|--------------|-----------------|---------------|
| 1) Advisor | 2) European | 3) Feverish | 4) Regularize |
| 5) Reliable | 6) Careful | 7) Resistance | 8) Loneliness |
| 9) Dangerous | 10) Disposal | 11) Examination | 12) Friendly |

Assignment – III:

- | | | |
|-----------------------------|----------------------------|---------------------------|
| 1) Pre- | 2) Mis- | 3) -ity |
| 4) Dis- (Pre), -ness (Suf) | 5) In- (Pre), -ly (Suf) | 6) Im- (Pre), -ity (Suf) |
| 7) Non- (Pre), -ial (Suf) | 8) -ar | 9) -ness |
| 10) Mis- (Pre), -ment (Suf) | 11) -ist | 12) Vice- |
| 13) -tion | 14) -ence | 15) -ity |
| 16) Un- (Pre), -ed (Suf) | 17) Re- (Pre), -ment (Suf) | 18) Dis- (Pre), -ed (Suf) |
| 19) Dis- (Pre), -y (Suf) | 20) Anti- | 21) In- (Pre), -ble (Suf) |
| 22) Un- (Pre), -ed (Suf) | 23) -ized | 24) Un- (Pre), -ed (Suf) |
| 25) -ly | 26) -tion | 27) -ical |
| 28) -ical | 29) -tions | 30) -let |
| 31) Anti- | 32) -y | |

Assignment – IV:

- | | | | |
|----------------|-------------|------------|-------------|
| 1) Intolerable | 2) Windy | 3) Prepaid | 4) Clueless |
| 5) Development | 6) Building | 7) Untie | 8) Dutiful |
| 9) Unsound | 10) Flowery | | |

 Unit – I: Skills
Compound Words

Compound Words: Another way of forming words in English is to combine two or more base words. For example, in the word ‘classroom’, we have two bases – ‘class’ and ‘room.’ Each of them can be used separately as an independent word. Such words are called compound words and the process is called composition/compounding. The compounds may be nouns, adjectives or verbs.

i) Compound Nouns:

- | | | |
|----------------------------|---|--|
| a) noun + noun | - | E.g.: postman, ringleader, railway, shoe-maker, table-talk |
| b) noun + gerund | - | E.g.: bull-fighting, wool-picking. |
| c) noun + adjective | - | E.g.: world-wide, sky-blue, skin-deep, home-sick. |
| d) gerund + noun | - | E.g.: drawing-room, walking-stick, stepping-stone, blotting-paper, looking-glass. |
| e) adjective + noun | - | E.g.: hardware, shorthand, sweetheart. |
| f) verb + noun | - | E.g.: breakfast, passport, pickpocket, spendthrift. |
| g) adverb + noun | - | E.g.: afternoon, downfall, overload, outlaw, off-shoot, foresight, afterthought, outcaste. |
| h) verb + adverb | - | E.g.: sendoff, drawback, lock-up. |

- i) **adverb + verb** - E.g.: outcome, in-put, outlook, outcome, outset, income, outlet, over-throw.
- j) **noun** (in possessive case usually without apostrophe) + **noun**- E.g.: sportsman, statesman, child's-play, stone's-throw.

ii) Compound Adjectives:

- a) **noun + adjective** - (or participle): E.g.: sky-blue, world-wide, life-long, home-sick, bed-ridden, heart-breaking.
- b) **adjective + adjective**- E.g.: blue-black, white-hot.
- c) **Adverb + participle**- E.g.: ever-lasting, out-spoken.

iii) Compound Verbs:

- a) **noun + verb** - E.g.: back-bite, earmark.
- b) **adjective + verb** - E.g.: fulfil, whitewash, safeguard.
- c) **adverb + verb** - E.g.: foresee, cross-examine, upset, over-reach, undergo, overhear, overtake, undertake.

iv) Phrase Compounds (Connected by hyphen):

E.g.: Son-in-law, Commander-in-Chief

When we have a compound with a constituent which itself is a compound, we call it "string compound". E.g.: New Year Eve

If the same word is repeated, we call it repetition compound.

E.g.: fifty-fifty, bye-bye, hush-hush, so-so

Some of the repetition compounds have a changed vowel or consonant in the second word. E.g.: tip-top, zig-zag, chit-chart, riff-raff, helter-skelter, hotch-potch

Assignment – I: Combine the words from group A and B to make compound words:

Group-A		Group-B	
1) Telephone	()	a) Hall	
2) Wheel	()	b) Keeper	
3) Chewing	()	c) Machine	
4) Calling	()	d) Brush	
5) Speed	()	e) Bag	
6) Cricket	()	f) Chair	
7) Tooth	()	g) Operator	
8) Dining	()	h) Complex	
9) Washing	()	i) Breaker	
10) Shopping	()	j) Bell	
11) Hand	()	k) Ball	
12) Store	()	l) Gun	

Unit – I: Skills
Words Often Confused

Words often Confused (pairs of words): In English, one comes across many a number of confusing words. They confuse us for different reasons like similarity of spelling or pronunciation. The following table helps you in knowing the nature of the word. Here is a table that will guide and also help the learners when they are confused.

S. No.	Aspect	Homophones	Homonyms	Homographs
1	Spelling	Different	Same	Same
2	Sound/ Pronunciation	Same	Same	Different
3	Meaning	Different	Different	Different
4	Examples	(a) Birth – berth	(a) night – right	(a) ‘lead (n) – leád (v)
		(b) fair – fare	(b) fly – fly	(b) ‘conduct (n) cond’uct (v)
		(c) know – no	(c) bank – bank	(c) ‘wind (n) – wiñd (v)
		(d) sole - soul	(d) board – board	(d) ‘live (n) – liv’e (v)
		(e) week - weak	(e) lime – lime	(e) ‘project (n) – project (v)

Words Often Confused:

1	Advice – (n) Advise – (v)	She gave me good advice. Can you advise me?
2	Affect – (v) Effect – (n) (v)	To influence, deeply touching or moving the book affected me. a) The child’s death affected him. b) Ram Mohan Roy affected many reforms. The result of an influence. This book has a profound effect upon me. To bring about, to bring into existence the police effected an arrest.
3	Adverse (adj) Averse (adj)	Hostile, bad, unfavourable. There was an adverse report against him. having an active feeling of repugnance, dislike, or distaste. usually used with to. She was not averse to taking chances. He seems to be averse to strenuous exercise.

4	Apprehend (v) Comprehend (v)	To seize or arrest The thief was apprehended. To understand something fully. He stood silent, unable to comprehend.
5	Adapt (v) Adopt (v)	To modify, to make something suitable for use. The machine has been adopted for use in kitchen. To take somebody else's child into one's family. Having no children of their own, they adopted an orphan.
6	Alternative (adj) Alternative (adj)	Every other There will be trip on alternate Saturdays Available as another choice We have an alternative route to America
7	Birth (B) Berth (n)	Being born America is the land of his birth Sleeping accommodation He booked a berth on the ship
8	Bail (v) (n) Bale (v)	A cash security for the release of a prisoner He stood bail for the prisoner. To remove water from a boat, to jump from an aircraft We are losing a lot of money – it's time for us to bale out.
9	Beside (Prep) Besides (prep)	By the side of, next to We live beside the post office. In addition to, as well as, moreover Besides politics, he does acting.
10	Bridal (adj) Bridle (v)	Of bride or wedding She looked lovely in her bridal dress. Control one's emotions, tongue etc, check He bridled a little at her remarks.
11	Childlike Childish	Like child or typical of a child I like her childlike trust. Of an adult behaving like a child I cannot approve of his childish attitude to business.
12	Collision Collusion	Striking against violently The issue led to collision of their views. Secret understanding for deceiving others The police acted in collusion with the criminal.
13	Compliment Complement	Wishes, regards, praise We compliment Mary on her ruby wedding. Full number required, completing a whole We have the full, complement of staff.
14	Current	Dried grapes etc. Mary made a current bun.

	Current:	Present, now in progress Who is the winner in the current French Open?
15	Continual Continuous	Used of something that happens very frequently There were continual power failures Used of something that happens without a pause There was a continuous hammering behind the house
16	Credible Credulous	Believable or convincing The story is credible. Too ready to believe Country people are generally credulous.
17	Dual Duel	Double He is playing a dual role in the new movie. A fight between two persons He was killed in a duel.
18	Delusion Illusion	More powerful and disturbing, harder to remove Mary is suffering from delusions of grandeur. A false appearance, a misleading impression and can easily be removed She is under the illusion that John loves her.
19	Eminent Imminent	Famous and respected Robinson is an eminent poet. About to happen The government is in imminent danger of collapse.
20	Graceful Gracious	Full of grace Ann was graceful and charming. Full of kindness The lady was cheered by the crowd.
21	Illicit Elicit	Illegal, not allowed by custom or laws He is a dealer in illicit drugs. To draw out, evoke I tried to elicit some support for the scheme.
22	Luxuriant Luxurious	Lush, profuse, or prolific, fertile, growing abundantly She has dark, luxuriant eyelashes. Extremely comfortable We put up in a luxurious hotel.
23	Official Officious	Said or done with the authority of office The president made an official announcement. Too ready or willing to give orders, offer advice or help, or use one's authority The government is run by officious civil servants.
24	Popular Populous	Liked, enjoyed or admired by many people Jogging is a popular form of exercise Heavily populated China is the world's most populous country

25	Principal Principle	Chief, main Hyderabad is one of the <u>principal</u> cities of India Basic truth that is the foundation of something He doesn't know the basic <u>principles</u> of Algebra
26	Stationary Stationery	Not moving, or not intended to move The truck hit a stationary car. Paper etc. We have to get some office stationery.
27	Sensual Sensuous	Of the senses as opposed to the intellect or spirit and has sexual overtones The room was filled with sensual twangs of guitars Of the senses, aesthetically rather than physically Keat's poetry is remarkable for its sensuous imagery
28	Prescribe Prescribe	To advise the use of, impose authoritatively The teacher prescribed some topics for study Reject, denounce or ban The book is prescribed in India
29	Venal Venial	Corrupt, involving in bribery The law courts have become venal Pardonable, excusable Venial sins will be pardoned.
30	Wave Waive	To move from side to side something in hand He waved when he saw us Not to insist on something Jeevan's tuition fees is waived.

Assignment – I: Select an appropriate word for each of the following sentences from those given in brackets:

- 1) The letter had (already, all ready) been collected.
- 2) The material seems to be very (course, coarse).
- 3) Rasagulla is a delicious (dessert, desert).
- 4) Delhi is the (capitol, capital) of India.
- 5) The team's (morale, moral) has been high since their victory in the last match.

Assignment – II: Consult a good dictionary to find out the meaning of the following pairs of words and use them in your own sentence.

- | | | |
|------------------------|----------------------|------------------------|
| 1) draught, drought | 2) elusive, illusive | 3) formerly, formally |
| 4) memorable, memorial | 5) virtual, virtuous | 6) official, officious |
| 7) urban, urbane | 8) gentle, genteel | |

Answers:**Assignment – I:**

- 1) Already 2) Coarse 3) dessert 4) Capital 5) Morale

Assignment – II:

- 1) draught – amount drunk during one continuous process of swallowing
He could drink a mug of water at a draught.
drought – famine.
Drought often comes to Anantapur District
- 2) Elusive – Matter missed
All his supporting points are *elusive*.
Illusive – deceptive
All hopes of rainfall proposed illusive.
- 3) Formerly – previously
Formerly she worked as the principal of the women's college
Formally – as per rules.
He is given an appointment formally.
- 4) Memorable: fit to be remembered
His speech on the occasion is memorable.
Memorial – something made in memory of some thing
Every village has a war memorial.
- 5) Virtual – real.
He is the virtual head of the business, though he is not a manager.
Having virtues.
Virtuous – we rarely find such a virtuous man.
- 6) Official – a person who holds an office
Miss Vanaja is a central Government official.
Officious – to offer advice.
An officious guard told me not to whistle in the museum
- 7) Urban – a town or city
This is an urban area.
Urbane – smooth and confident manners.
We like her for her urbane manners.
- 8) Gentle – soft
The slope is quite gentle.
Genteel – showing unnatural manners
I was surprised at his genteel manners.

Unit – II: Prose

A.J. Cronin's "The Best Investment I Ever Made"

Text:

On the second day out from New York, while making the round of the promenade deck, I suddenly became aware that one of the other passengers was watching me closely, following me with his gaze every time I passed, his eyes filled with a queer, almost pathetic intensity.

I have crossed the Atlantic many times. And on this occasion, tired after a prolonged piece of work, I wanted to rest, to avoid the tedium of casual and importunate shipboard contacts. I gave no sign of having noticed the man.

Yet there was nothing importunate about him. On the contrary, he seemed affected by a troubled, rather touching diffidence. He was in his early 40's, I judged - out of the corner of my eye - rather short in build, with a fair complexion, a good forehead from which his thin hair had begun to recede, and deep blue eyes. His dark suit, sober tie and rimless spectacles gave evidence of a serious and reserved disposition.

At this point the bugle sounded for dinner and I went below. On the following forenoon, I again observed my fellow voyager watching me earnestly from his deck-chair.

Now a lady was with him, obviously his wife. She was about his age, quiet and restrained, with brown eyes and slightly faded brown hair, dressed in a grey skirt and grey woollen cardigan.

The situation by this time had begun to intrigue me and from my steward I discovered that they were Mr and Mrs John S—, from a small suburb of London. Yet when another day passed without event, I began to feel certain that Mr S— would remain too shy to carry out his obvious desire to approach me. However, on our final evening at sea, Mrs S— decided the matter. With a firm pressure on his arm and a whispered word in his ear, she urged her husband towards me as I passed along the deck.

'Excuse me, Doctor. I wonder if I might introduce myself.' He spoke almost breathlessly, offering me the visiting card which he held in his hand and studying my face to see if the name meant anything to me. Then, as it plainly did not, he went on with the same awkwardness. 'If you could spare a few minutes . . . my wife and I would so like to have a word with you.'

A moment later I was occupying the vacant chair beside them. Haltingly he told me that this had been their first visit to America. It was not entirely a holiday trip. They had been making a tour of the New England states, inspecting many of the summer recreational camps provided for young people there. Afterwards, they had visited settlement houses in New York and other cities to study the methods employed in dealing with youth groups, especially backward, maladjusted and delinquent cases.

There was in his voice and manner, indeed in his whole personality, a genuine enthusiasm which was disarming. I found myself liking him instinctively. Questioning him further, I learned that he and his wife had been active for the past 15 years in the field of youth welfare. He was, by profession, a solicitor but, in addition to his practice, found time to act as director of a charitable organisation devoted to the care of boys and girls, mostly from city slums, who had fallen foul of the law.

As he spoke with real feeling, I got a vivid picture of the work which these two people were doing – how they took derelict adolescents from the juvenile courts and, placing them in a healthy environment, healed them in mind and body, sent them back into the world, trained in a useful handicraft and fit to take their places as worthy members of the community.

It was a work of redemption which stirred the heart and I asked what had directed his life into this channel. The question had a strange effect upon him; he took a sharp breath and exclaimed:

‘So, you still do not remember me’

I shook my head, to the best of my belief I had never in my life seen him before.

‘I’ve wanted to get in touch with you for many years,’ he went on, under increasing stress. ‘But I was never able to bring myself to do so.’ Then, bending near, he spoke a few words, tensely, in my ear. At that, slowly, the veils parted, my thoughts sped back a quarter of a century and, with a start, I remembered the sole occasion when I had seen this man before.

I was a young doctor at the time and had just set up in practice in a working-class district of London. On a foggy November night, towards one o’clock, I was awakened by a loud banging at the door. In those days of economic necessity any call, even at this unearthly hour, was a welcome one. Hurriedly, I threw on some clothes, went downstairs. It was a sergeant of police, in dripping helmet and cape, mistily outlined on the doorstep. A suicide case, he told me abruptly, in the lodgings round the corner - I had better come at once.

Outside it was raw and damp, the traffic stilled, the street deserted, quiet as the tomb. We walked the short distance in silence, even our footsteps muffled by the fog, and turned into the narrow entrance of an old building.

As we mounted the creaking staircase, my nostrils were stung by the sick-sweet odour of gas. On the upper storey the agitated landlady showed us to a bare little attic where, stretched on a narrow bed, lay the body of a young man.

Although apparently lifeless, there remained the barest chance that the youth was not quite beyond recall. With the sergeant’s help, I began the work of resuscitation. For an entire hour we laboured without success. A further 15 minutes and, despite our most strenuous exertions, it appeared useless. Then, as we were about to give up, completely

exhausted, there broke from the patient a shallow, convulsive gasp. It was like a resurrection from the grave, a miracle, this stirring of life under our hands. Half an hour of redoubled efforts and we had the youth sitting up, gazing at us dazedly and, alas, slowly realising the horror of his situation.

He was a round-cheeked lad, with a simple, countrified air, and the story that he told us, as he slowly regained strength in the bleak morning hours, was simple, too. His parents were dead. An uncle in the provinces, anxious, no doubt, to be rid of an unwanted responsibility, had found him a position as clerk in a London solicitor's office.

He had been in the city only six months. Utterly friendless, he had fallen victim to the loose society of the streets, had made bad companions, and like a young fool, eager to taste pleasures far beyond his means, had begun to bet on horses. Soon he had lost all his small savings, had pledged his belongings, and owed the bookmaker a disastrous amount. In an effort to recoup, he had taken a sum of money from the office safe for a final gamble which, he was assured, was certain to win. But this last resort had failed. Terrified of the prosecution which must follow, sick at heart, sunk in despair, he had shut himself in his room and turned on the gas.

A long bar of silence throbbed in the little attic when he concluded this halting confession. Then, gruffly, the sergeant asked how much he had stolen. Pitifully, almost, the answer came, seven pounds ten shillings. Yes, incredible though it seemed, for this paltry sum this poor misguided lad had almost thrown away his life.

Again, there came a pause in which, plainly, the same unspoken thought was uppermost in the minds of the three of us who were the sole witnesses of this near-tragedy. Almost of one accord, we voiced our desire to give the youth - whose defenceless nature rather than any vicious tendencies had brought him to this extremity - a fresh start. The sergeant, at considerable risk to his job, resolved to make no report upon the case, so that no court proceedings would result. The landlady offered a month's free board until he should get upon his feet again. While I, making perhaps the least contribution, came forward with seven pounds ten shillings for him to put back in the office safe.

The ship moved on through the still darkness of the night. There was no need of speech. With a tender gesture Mrs S— had taken her husband's hand. And as we sat in silence, hearing the sounding of the sea and the sighing of the breeze, a singular emotion overcame me. I could not but reflect that, against all the bad investments I had made throughout the years – those foolish speculations for material gain, producing only anxiety, disappointment and frustration — here at last was one I need not regret, one that had paid no dividends in worldly goods, yet which might stand, nevertheless, on the profit side, in the final reckoning.

About the Author: A.J. Cronin, in full Archibald Joseph Cronin, (1896-1981) a Scottish novelist and physician was one of the most renowned storytellers of the twentieth century. Cronin was educated at the University of Glasgow and served as a surgeon in the Royal Navy during World War I. He practised in South Wales (1921–24) and then, as medical inspector of mines, investigated occupational diseases in the coal industry. He opened a medical practice in London in 1926 but quit because of ill health, using his leisure to write his first novel, *Hatter's Castle* (1931; filmed 1941), the story of a Scottish hat-maker obsessed with the idea of the possibility of his noble birth. This book was an immediate success in Britain.



Cronin's novel, *The Stars Look Down* (1935; filmed 1939), which chronicles various social injustices in a North England mining community from 1903 to 1933, gained him an international readership. It was followed by *The Citadel* (1937; filmed 1938), which showed how private physicians' greed can distort good medical practice. *The Keys of the Kingdom* (1942; filmed 1944), about a Roman Catholic missionary in China, was one of his most popular books. Cronin's subsequent novels include *The Green Years* (1944; filmed 1946), *Shannon's Way* (1948), *The Judas Tree* (1961), and *A Song of Sixpence* (1964). One of his more interesting late works is *A Thing of Beauty* (1956), a study of a gifted young painter who must break free of middle-class conventions to realize his potential. Cronin's strengths were his narrative skill and his powers of acute observation and graphic description. Though labelled a successful middlebrow novelist, he managed to create in *The Stars Look Down* a classic work of 20th-century British fiction.

Brief Summary: A.J. Cronin's "The Best Investment I Ever Made" narrates a touching episode from the author's early life as a doctor in London. He once happened to attend a misguided youth who attempted suicide. With much effort, he succeeded in bringing the youth back to life. The youth narrated his unfortunate story to the doctor. After the death of both his parents, he got employed in a Solicitor's office. Due to bad company, he lost all his money in horse betting. He stole some money from his office safe and lost that too. Fearing of punishment, he attempted suicide by turning on the gas. After hearing the sad story, the doctor gave the young man Seven pounds, ten shillings, to put back in the office safe and start a fresh life.

Interestingly, after 25 years of gap, the doctor met the youth Mr. John.S, a happily married man, along with his wife. The couple had been actively involved in the rescue and rehabilitation of child offenders. The doctor felt that the small amount he had given to the unfortunate youth turned out to be the best investment he had ever made in his life. Though it did not yield him any monetary dividends, it gave him immense satisfaction.

Detailed Analysis: "The Best Investment I Ever Made" is a creative outcome from the personal experience of the author's life as a doctor in London. The word investment used in the title of the story is not related to any monetary gain. Rather, it is about the social

investment of the author into the life of a misguided youth who tried to commit suicide on the prospect of stealing a small amount of money from his office. The narrator, as a doctor, completely changes the life of the boy and turns him into a good Samaritan and helps the youth to replace the money. After a long time, the doctor was contented to see the young man, along with his wife, working tirelessly for the rehabilitation of the child offenders. Recalling the episode, when he helped the young man with seven-pound during his moment of crisis, he realized that it was the best investment that he had ever made in his life. The episode gives immense pleasure to the doctor as the young man turns out to be a social reformer who works for the welfare of the misled people in society.

Rather than using the linear trajectory, the story starts from the end wherein the narrator seems quite surprised as one of the other passengers on the ship was constantly staring at him. After giving the outer persona of that strange man and his wife, the story moves further with the same person watching the doctor earnestly from his deck chair. Intrigued by the situation, the doctor started digging out some information about the couple. Soon, he discovered that they are Mr. and Mrs. John S from the small suburb of London. The situation remained the same as they were shy enough to approach the doctor directly. Afterwards, Mr. John decided to break the ice and initiated a conversation with me. After talking to them, the doctor learned that the couple is working for the marginalized people of the society and working as the director of an organization devoted to the care of the boys and girls from the city slums. The doctor realized that the couple was trying to change the life of derelict adolescents from the juvenile courts by turning them into the responsible and worthy members of the community.

The doctor was totally impressed with their work and curiously asked “what had directed his life into this channel. He took a sharp breath and exclaimed: “So you still do not remember me?”. The doctor was perplexed and tried to recall his meeting with the stranger. But he could not recall or register anything substantial. The man provided some information about their meeting a long ago and the doctor started recalling the same. Moving backwards, the doctor remembered his early years as a young practitioner in a working-class district of London. One day at an unearthly hour, the doctor was awakened by the loud banging on the door. The doctor was surprised to find a sergeant of police at his door who requested him to come along with him to see a young man who tried to commit suicide. With the help of the sergeant, he started the process of resuscitation to rejuvenate the young lad from the state of unconsciousness. After struggling for half an hour, youth was able to gain some consciousness and started gazing at them dazedly.

Afterwards, the young lad started narrating about his deplorable conditions and confessed about his involvement in betting practices for the material gains. Under the influence of the bad company, he immersed himself into certain socially unacceptable practices and lost all his small savings and owed the bookmaker a disastrous amount. In order to settle his debts, he stole some money from the official sale for the final gamble but failed utterly. Terrified by the consequences, he decided to end his life. After listening to his

narrative, the sergeant straightaway enquired from him “how much had he stolen?” In a terrified and meek voice, the boy replied, “seven pounds ten shillings”. Considering the self-confession and the defenceless nature of the boy, the sole witnesses of the tragedy the sergeant, doctor and the landlady unanimously decided not to report the case and give the boy a fresh start. The landlady offered to waive the rent for a month and the doctor provided him with seven pounds ten shillings to put back in the office sale.

Sitting with the couple on that ship, the doctor feels contented and elated as the seven pounds given to the hapless lad turns out to be the best investment he had ever made in his life. So, rather than expecting monetary and financial gains for every investment, sometimes the best investments include people and the returns can be priceless. Overwhelmed with the emotions, the doctor could not say much to the couple and realized the worth of his investment.

Paragraph Questions:

1. How does the doctor’s help change the young man’s life?

Ans: A.J. Cronin’s “The Best Investment I Ever Made” narrates a touching episode. It is from author’s early life as a doctor in London. A misguided young man has stolen a small amount of money from his office. He feels guilty and tries to commit suicide. The narrator saves his life with the help of a sergeant of police. The young man is parentless. He is influenced by bad companions. He is sick at heart after stealing the amount. The result is that he tries to commit suicide. The doctor is kind enough to pay his stolen amount. After so many years the doctor finds him busy in the rescue and rehabilitation of child offenders. The seven pounds which doctor gave to the helpless lad, turns out to be the best investment.

2. Attempt a character sketch of Mr. John.

Ans: Mr. John had been active for fifteen years in the field of youth welfare. By profession, he was a solicitor. He was the founder of an organization devoted to the care of boys and girls. He sheltered the undisciplined orphan youth and shaped them as good citizens. In his childhood he lost his parents. His uncle was irresponsible. He was influenced by bad companions. He stole the money. He was punished by himself. With the help of the doctor, he made his life beautiful.

3. Explain how the title is appropriate to the story?

Ans: A.J. Cronin’s “The Best Investment I Ever Made” shares one of his personal experiences with the readers through this story. Usually, one associates material gain with the word ‘investment’. But the story by Cronin has a differently conceived meaning because it wasn’t anything related with money or profit. The author’s personal integrity and the values he had imbibed right from the beginning of his life made him what he was. A doctor by profession, he rescued a suicide survivor and

took pity on him. He helped the victim with the money he needed to repay his debts. The doctor after sowing the seeds of virtue in the mind of the man leaves the scene and resumes his life's journey little knowing about the transformation he had made in the mind of the young man. The once wayward young man had undergone a drastic change in his attitude and lifestyle that he had really become a contributing member of the society. The money Cronin had put in was to repay the debts the young man had. But it had really opened his otherwise blind eyes. The man had become an active social worker specializing on maladjusted and delinquent youth. The author was happy beyond words because this was an investment that he could never have won even if he had put lakhs of money into share markets. So, the title is too apt.

4. **“The best investment in life is not money but values.” Substantiate this view with the help of the story “The Best Investment I Ever Made.”**

Ans: A.J. Cronin is a well-known writer who inspires us with a touching story “The Best Investment I Ever Made”. Once while he was traveling in a ship, he found a man watching him anxiously many times. At first, he felt annoyed. Later the couple came to him and introduced themselves as Mr. and Mrs. John. They have been working among derelict youth for 15 years, rehabilitating them and bringing them back to life. He became interested in the story. Then they reminded him that he was the inspiration for them. Now he remembered an incident which happened years ago. While he was sleeping at night a Sergeant came to him and informed him about a suicide case in a nearby lodging. He hurried to the spot. When he reached there the room was filled with the smell of a gas. He found a young man lying on a narrow bed. At first He thought he was dead. Any way with the sergeant's help he tried to revive him to consciousness. But he found it was useless. When they were about to return, he heard a quick breath from him. After half an hour of redoubled efforts they succeeded in rescuing him. He told them that he was a clerk in an office. Lost in bad company and luxuries he had wasted all his wealth. Then once he took from the office some money for gambling which he couldn't replace. Being desperate he tried to commit suicide. Later A J Cronin learnt from him that he had taken only seven pounds and ten shillings. So, he gave him that money, the Sergeant promised not to report the case and the landlady offered one month's free lodging till he got a new job. Thus, the young man regained his life. He had given him only a small amount but the investment was more than that. He had given him a rebirth which the young man utilized for giving rebirth to many young men. Mr. John has realized from his own experience that life on earth is the most valuable of god's gifts. This he imparts to thousands of youth. Here investment is also the values we imbibe in our lives, that would remain the best forever. So, A J Cronin's statement is so meaningful and valid.

Unit – II: Non-Detailed
Abrar Mohsin's "Florence Nightingale"

About the Author: Abrar Mohsin worked as Headmaster and as an English Teacher in the Ministry of Education, Zambia, Central Africa. He has compiled short stories, the speeches of great personalities and orators and the deeds of renowned persona into books. His significant works are *Life in Ancient Civilizations*, *Tales from Arabian Nights*, *Speeches of All Times*, *World's Great Lives*, *World's Great Immortal Speeches*, *World's Great War Speeches*, *World's Great Golden Deeds*, and *World's Great Scriptures*.



About the Lesson: Abrar Mohsin's "Florence Nightingale" is extracted from *World Great Lives*. It is the biography of Nightingale, the sister of mercy. She was born in a rich family in Florence, Italy. She wanted to become a nurse and do service to mankind. But her parents did not accept this and tried various methods to distract her. Despite their unwillingness, she became a nurse. She rendered yeoman service to the wounded soldiers, especially making rounds during nights, at Constantinople during the Crimean War (1853-1856). In recognition of her selfless service to the victims, she was given the title 'the Lady with the Lamp'. She continued to work hard in Britain to improve hospitals and she was given a medal called the Order of Merit. She became the first woman to receive such an honour.

Through this essay, Mohsin would like to spread the immortal deeds of great people like Florence Nightingale to the remotest places of the world so that the civilized men who live on this earth know those deeds and practice them in their lives.

Summary: The essay begins with the views of Abrar Mohsin on wars and their after-effects. He feels that war is always a dreadful thing. But the bards often glorify and sing their praises without ever witnessing or going through those horrors. He opines that the innumerable wars have brought death, devastation, misery, and tears of blood upon mankind. He further says that the mighty warriors hardly tell the sufferings of those who lose their dear ones. In simple, wars have always been dreadful and will always be.

Mohsin takes Tennyson's poem as an example to prove his point that poets often draw a very romantic picture. Lord Tennyson, in one of his poems, glorifies the Crimean War, the battle of Balaclava. Mohsin says that the poet's mansion is miles away from the war place. The poem never heard the cries of agony of the victims. He never witnessed the horrors and bloodshed of the people.

Mohsin believes that very few people have cared about the wounded. They have viewed the battles from entirely a different angle. Among such persons, Nightingale is one who grieved over the stupidity of the men who wage wars.

Florence (1820-1910) was born to William Edward Nightingale and Frances Nightingale. They gave her an education that is fit for a princess. She was a precocious child intellectually. She was pretty, brilliant, and charming. She wanted to become a nurse. When she said this to her parents, they were shocked. They tried various methods to distract her from this ambition. They said that nursing is not regarded as a respectable position these days. They even said that the ‘drunken prostitutes’ who were brought to court, given options to nurse or go to jail. They regarded nursing as a man’s job. But none of these wavered her resolution. She decided not to marry and dedicate her life to nursing patients.

She joined Fliedner’s Institute, a German training school for nurses as she had a passion to nurse the sick and the wounded. Later she spent much time at the hospitals of London and Germany. She then went to Paris to study what the nursing organizations were doing. When she back to England, she was made the manager and director of a Sanitorium. She had to supervise untrained and ill-disciplined nurses. It was a hard job yet she defended herself against petty jealousies and male colleagues. She stood up against all the ordeals and came out triumphantly. Seeing her dedication, someone remarked as ‘Joan of Arc.’

In 1854, Florence came to know the terrible conditions of the British soldiers due to the outbreak of the Crimean War. There were no surgeons, no nurses, and no dressers. As a result, many soldiers died. To save them, Sidney Herbert wrote a letter to Florence requesting to come and look after the wounded soldiers. She took it as a great opportunity and went to Scutari with a team of nurses. Queen Victoria gave personal blessings for her.

Florence saw the soldiers in a very pathetic condition. They do not have clean shirts. The men have only rags saturated with blood. There is no proper ventilation. The wards are infested with rats, mice, and vermin. The floor is defective. There were beds but the legs for the beds were sent to Balaclava. The officials sent ration without utensils to cook. Immediately she wrote letters to the officials at the hospital explaining the conditions. But they did not cooperate.

Later, Florence thought that the officials would not help her in any way. She performed the duties of cook, scavenger, housekeeper, washerwoman, storekeeper, and general dealer. She scrubbed the floors and the walls. She cleaned the hospital beds. She put new bandages on the wounds of the soldiers. She cooked and served fresh food. She did a lot to lessen the pain of the wounded and sick. As a result, the deaths decreased.

Florence raised funds through generous contributions. But the British Ambassador said that it is a waste of money upon useless rubbish. He even yelled that it would be good if the money is spent on the building of an Anglican Church in Constantinople. But the soldiers remarked that the hospital was the church and Nightingale was the ministering angel.

During the nights, Florence, with a lamp in her hand, walked through the rows of the patients. She helped them attending their agonies and soothing their blankets. The

patients called her ‘the lady with the lamp.’ They idolized her and expressed their gratitude that can never be translated into words. When she returned to England, people adored her for her selfless service to the wounded soldiers. Soon, she left for England. There she felt that the whole world needs nursing. She thought that her work has just begun.

In recognition of her yeoman service to nursing, she was awarded the Order of Merit in 1907. She became the first woman to receive such an honour. She died peacefully at the age of ninety.

Paragraph Questions:

1. Explain how Florence Nightingale prepared herself to join the mission of nursing.

Ans: Abrar Mohsin is associated with the field of education. He worked in various positions in Africa. His write-up “Florence Nightingale” is an inspiring biographical sketch of that angelic woman. Through this essay, Mohsin would like to spread the immortal deeds of great people like Florence Nightingale to the remotest places of the world so that the civilized men who live on this earth know those deeds and practice them in their lives. This graphic portrait of ‘the Lady with the lamp’ touches the heart of every reader.

Florence wanted to become a nurse though her parents did not accept it. They tried various methods to distract her from this ambition. They said that nursing is not regarded as a respectable position these days. They even said that the ‘drunken prostitutes’ who were brought to court, given options to nurse or go to jail. They regarded nursing as a man’s job. But none of these wavered her resolution. She decided not to marry and dedicate her life to nursing patients. She joined Fliedner’s Institute, a German training school for nurses as she had a passion to nurse the sick and the wounded.

1. Describe in detail how Nightingale was able to achieve her ambition in life. (or) Write an essay explaining how Nightingale succeeded in accomplishing her herculean task with her iron will and indefatigable energy.

Ans: Abrar Mohsin is associated with the field of education. He worked in various positions in Africa. His write-up “Florence Nightingale” is an inspiring biographical sketch of that angelic woman. Through this essay, Mohsin would like to spread the immortal deeds of great people like Florence Nightingale to the remotest places of the world so that the civilized men who live on this earth know those deeds and practice them in their lives. This graphic portrait of ‘the Lady with the lamp’ touches the heart of every reader.

In 1854, Florence came to know the terrible conditions of the British soldiers due to the outbreak of the Crimean War. There were no surgeons, no nurses, and no dressers.

As a result, many soldiers died. When Sidney Herbert wrote a letter inviting her to nurse, she took it as a great opportunity to achieve her ambition in life. She reached Scutari with a team of nurses.

Florence saw the soldiers in a very pathetic condition. She wrote to officials but they did not cooperate. She did not lose hope. She performed the duties of cook, scavenger, housekeeper, washerwoman, storekeeper, and general dealer. She scrubbed the floors and the walls. She cleaned the hospital beds. She put new bandages on the wounds of the soldiers. She cooked and served fresh food. She did a lot to lessen the pain of the wounded and sick. She helped them attending their agonies and soothing their blankets. The patients called her ‘the lady with the lamp.’

2. Elaborate how Florence Nightingale overcome various odds she faced and win the hearts of the sick soldiers. (or) Describe what made people call her ‘the lady with the lamp.’ (or) Explain why the wounded adored Nightingale.

Ans: Abrar Mohsin is associated with the field of education. He worked in various positions in Africa. His write-up “Florence Nightingale” is an inspiring biographical sketch of that angelic woman. Through this essay, Mohsin would like to spread the immortal deeds of great people like Florence Nightingale to the remotest places of the world so that the civilized men who live on this earth know those deeds and practice them in their lives. This graphic portrait of ‘the Lady with the lamp’ touches the heart of every reader.

When she back to England from Paris, she was made the manager and director of a Sanatorium. She had to supervise untrained and ill-disciplined nurses. It was a hard job yet she defended herself against petty jealousies and male colleagues. She stood up against all the ordeals and came out triumphantly. Seeing her dedication, someone remarked as ‘Joan of Arc.’

In Scutari, Flore, with a lamp in her hand, walked through the rows of the patients during dark nights. She scrubbed the floors and the walls. She cleaned the hospital beds. She put new bandages on the wounds of the soldiers. She helped them attending their agonies and soothing their blankets. The patients called her ‘the lady with the lamp.’ They idolized her and expressed their immense gratitude. Thus, through her selfless service, she won the hearts of the sick soldiers.

3. What views did the author express on wars?

Ans: Abrar Mohsin is associated with the field of education. He worked in various positions in Africa. His write-up “Florence Nightingale” is an inspiring biographical sketch of that angelic woman. Through this essay, Mohsin would like to spread the immortal deeds of great people like Florence Nightingale to the remotest places of the world so that the civilized men who live on this earth know those deeds and practice them in their lives. This graphic portrait of ‘the Lady with the lamp’ touches the heart of every reader.

The essay begins with the views of Abrar Mohsin on wars and their after-effects. He feels that war is always a dreadful thing. But the bards often glorify and sing their praises without ever witnessing or going through those horrors. He opines that the innumerable wars have brought death, devastation, misery, and tears of blood upon mankind. He further says that the mighty warriors hardly tell the sufferings of those who lose their dear ones. In simple, they strongly believe that wars have always been dreadful and will always be.

4. Sketch the character of Florence Nightingale.

Ans: Florence (1820-1910) was born to William Edward Nightingale and Frances Nightingale. They gave her an education that is fit for a princess. She was a precocious child intellectually. She was pretty, brilliant, and charming. She wanted to become a nurse. When she said this to her parents, they were shocked. They tried various methods to distract her from this ambition. But none of these wavered her resolution. She decided not to marry and dedicate her life to nursing patients.

At hospitals, she performed multiple duties despite many odds. During the nights, Florence, with a lamp in her hand, walked through the rows of the patients. She helped them attending their agonies and soothing their blankets. The patients called her ‘the lady with the lamp.’ They idolized her and expressed their gratitude that can never be translated into words. When she returned to England, people adored her for her selfless service to the wounded soldiers.

In recognition of her yeoman service to nursing, she was awarded the Order of Merit in 1907. She became the first woman to receive such an honour. She died peacefully at the age of ninety. The International Committee of the Red Cross constituted a commemorative International Nightingale Medal, in her honour, to those distinguished in the nursing field. Besides this, her birthday is celebrated as International Nurses Day and the nurses would take the Nightingale Pledge to pay reverence to her service. Thus, through her dedication to the profession, she became an ideal person to the entire nurse’s community.

Unit – II: Skills

Skimming and Scanning

Reading is an activity characterized by the translation of symbols, or letters, into words and sentences that communicate information. It may mean something to the reader whose essential aim is to understand a written text, evaluate its significance, and use what he has read to enhance his knowledge or pleasure. Frank Smith rightly says thus:

Reading is a specialized and complex skill involving a number of more general skills that have to be understood in any serious analysis of the subject.

Reading is a very complex, but important skill. It involves decoding or deciphering print. It is basic comprehension, interpreting or making sense of a given text, etc. In other words, it is a total understanding of a message in a given text.

Skimming and Scanning are two reading techniques. They are used for different purposes. People who know how to skim and scan are flexible readers. They read according to their purpose and get the information they need quickly without wasting time. They use these two methods according to their need and that increases their reading speed.

Skimming: It is one of the tools that can be used to read more in less time. It refers to looking *only* for the main ideas. It is said to be effective when the reader can grasp the main information correctly and clearly. It saves a lot of time for the reader as s/he doesn't have to spend hours to read the entire material.

There are three types of skimming namely preview, overview, and review. In Preview Skimming, the reader puts an effort to select a book or a chapter just to learn about the ideas presented in it. The reader uses Overview Skimming to sample the reading material more thoroughly than s/he did in a preview skimming due to an intention not to read the material at a later time. The purpose of Review Skimming is to re-familiarise oneself with the material that the reader previously read thoroughly or skimmed.

In skimming, the reader mainly concentrates on the introduction, summary, bold/italic words, bulleted points, names, headings and subheadings, dates, figures etc. S/he follows this technique while reading non-fiction, newspaper, mails, messages, and other unimportant text. S/he can also use it to take the essence of the chapter while revising for an exam or to take an overview of a book to decide whether it is worth-reading or not. Sometimes, it is also possible that when the reader is skimming s/he skip the relevant points or misunderstand some idea.

Scanning: It is another tool used for selective reading. Scanning involves rolling the eyes over the written/taped material until the reader locates the keywords or information which s/he needs. It has more to do with searching rather than scanning.

The reader adopts this technique when s/he is in search of some specific information or text contained in the passage. Unlike skimming, the reader, while scanning, searches *only* for a specific piece of information without reading everything. For effective scanning, the reader should, first of all, understand how the material is organized/presented and discern whatever is read, to easily identify the required information.

Therefore, it can be said that scanning is a search-oriented process that is used to find out answers to specific questions. Once the answer is found, the reading process is stopped.

Key Differences Between Skimming and Scanning:

The difference between skimming and scanning are discussed here in detail:

1. Skimming can be defined as a type of reading in which the reader reads the text quickly to have an idea of the concept, subject matter, main points and gist, without paying close attention to the excessive detail. On the other hand, scanning refers to the reading technique, in which the reader moves his eyes over the entire text in order to locate specific keywords which he/she has in his/her mind.
2. Skimming is a quick reading method, whereas scanning is a selective reading method.
3. While skimming involves reading out the maximum amount of material in the minimum time, scanning is a method of searching out something in a fast manner.
4. The skimming technique is used to take an insight into what is contained in the study material, without reading it word for word. On the contrary, when the reader uses scanning he/she wants to find out the specific fact, keyword or information, of his/her need.
5. Skimming is used to get acquainted with the text you have not read yet. Conversely, in the case of scanning the reader has the knowledge of what he/she is looking for, in the given text.

Skimming and Scanning, therefore, are two very different strategies for speed reading. They are used for different purposes, and they require different reading skills, but they are very significant to go about reading comprehension.

Paragraph Questions:

1. Define Skimming.
2. What is Scanning?
3. Elaborate the types of skimming.
4. Write the differences between skimming and scanning.
5. Explain how skimming and scanning are two essential reading techniques.

Unit – III: Prose
P. Satyavathi's "What is My Name?"

Text:

A young woman, before being a housewife. A woman, educated and cultured, and intelligent, and capable, quick-witted, with a sense of humour and elegance.

Liking for her beauty and intelligence, as also the dowry which her father offered, a young man tied the three sacred knots around her neck, made her the housewife to a household and said to her, 'Look, *ammadu*, this is your home.' Then the housewife immediately pulled the end of her sari and tucked it in at the waist and swabbed the entire house and decorated the floor with *muggulu* designs. The young man promptly praised her work. 'You are dexterous at swabbing the floor — even more dexterous in drawing the *muggulu*. Sabash, keep it up.' He said it in English, giving her a pat on the shoulder in appreciation. Overjoyed, the housewife began living with swabbing as the chief mission in her life. She scrubbed the house spotlessly clean at all times and beautifully decorated it with multi-coloured designs. That's how her life went on, with a sumptuous and ceaseless supply of swabbing cloths and *muggu* baskets.

But one day while scrubbing the floor, the housewife suddenly asked herself, 'What is my name?' The query shook her up. Leaving the mopping cloth and the *muggu* basket there itself, she stood near the window scratching her head, lost in thoughts. 'What is my name — what is my name?' The house across the road carried a name-board, Mrs M Suhasini, M.A., Ph.D., Principal, 'X' College. Yes, she too had a name as her neighbour did — 'How could I forget like that? In my scrubbing zeal I have forgotten my name-what shall I do now?' The housewife was perturbed. Her mind became totally restless. Somehow, she finished her daubing for the day.

Meanwhile, the maidservant arrived. Hoping at least she would remember, the housewife asked her, 'Look, *ammai*, do you know my name?'

'What is it, *amma*?' said the girl. 'What do we have to do with names of mistresses' You are only a mistress to us — the mistress of such and such a white-storeyed house, ground floor means you.'

'Yes, true, of course, how can you know, poor thing?' thought the housewife.

The children came home from school for lunch in the afternoon. 'At least the children might remember my name' — the housewife hoped.

'Look here, children, do you know my name?' she asked. They were taken a back.

'You are *amma* - your name is *amma* only - ever since we were born, we have known only this, the letters that come are only in father's name - because everyone calls him by his name we know his name - you never told us your name - you don't even get letters addressed to your name,' the children said plainly. 'Yes, who will write letters to me' Father and mother are there but they only make phone calls once in a month or two Even

my sisters are immersed with swabbing their houses. Even if they met me in some marriage or *kumkum* ceremony, they chatted away their time talking about new *muggulu* or new dishes to cook, but no letters!' The housewife was disappointed and grew more restless — the urge to know her own name somehow or the other grew stronger in her.

Now a neighbour came to invite her to a *kumkum* ceremony. The housewife asked her neighbour hoping she at least would remember her name. Giggling, the lady said, 'Somehow or other I haven't asked your name nor have you told me. Right -hand side, white storeyed - house or there she is, that pharmaceutical company manager's wife, if not that, that fair and tall lady, that s how we refer to you, that's all.' That's all that the other housewife could say.

It's no use. What can even my children's friends say - they know me only as Kamala's mother or some aunty, now my respected husband - is the only hope - if anyone remembers it, it is only he.

During the night meal, she asked him, 'Look here, I have forgotten my name - if you remember it, will you please tell me?'

The respected husband burst out laughing and said, 'What is it, dear, never has it happened before, you are talking about your name today. Ever since we were married, I have got used to calling you only as *yemoi*. You too never told me not to address you that way because you have a name of your own - what's happened now - Everyone calls you Mrs. Murthy, don't they?'

Not Mrs Murthy, I want my own name - what shall I do now?' she said in anguish.

'What's there, you choose a new name, some name or other,' the husband advised.

Very nice - your name is Satyanarayana Murthy; will you keep quiet if I ask you to change your name to Siva Rao or Sundara Rao? I want my name only,' she said.

'It's all right, you are an educated woman - your name must be on the certificates - don't you have that much common sense - go and find out,' he advised her.

The housewife searched frantically for her certificates in the almirah - *pattu* saris, chiffon saris, handloom saris, voile saris, matching blouses, petticoats, bangles, beads, pearls, pins, *kumkum* barinas, silver plates, silver containers to keep sandalwood paste, ornaments all things arranged in an orderly fashion. Now here could she find her certificates. Yes - after marriage she had never bothered to carry those certificates here.

'Yes - I haven't brought them here - I shall go to my place, search for my certificates and enquire about my name, and return in a couple of days.' She asked for her husband's permission. 'Very nice! Must you go just for your name or what? If you go who will scrub the house these two days?' said her lord. Yes, that was true - because she scrubbed better than the others, she had not allowed anyone else to do that job all these days. Everyone was busy with their own respective duties. He had his office - poor things, the children

had their studies to take care of. Why should they bother about this chore, and she had been doing it all along - they just didn't know how to do it, of course.

But still, how to live without knowing one's name? It was all right all these days since the question had not occurred to her; now it was really hard to live without a name.

'Just for two days you manage somehow or other — until and unless I go and get my name, I shall find it difficult to live,' she pleaded with her husband and managed to get out of the house.

'Why, dear daughter, have you come so suddenly? Are your children and husband all right? Why have you come alone?'

Behind affectionate enquiries of the father and the mother there was a strain of suspicion. Recollecting immediately the purpose of her visit, the housewife asked her mother most pitifully, '*Amma*, tell me, what is my name?'

'What is it *amma*, you are our elder daughter. We gave you education up to B.A. and got you married with fifty thousand rupees as dowry. We took care of your two deliveries - each time we alone bore the expenses of the maternity home. You have two children - your husband has a good job - a very nice person, too - your children are well-mannered.'

'It's not my history, *amma* — it's my name I want. At least tell me where my certificates are.'

'I don't know, child. Recently we cleaned out the almirah of old papers and files and arranged some glassware in their place. Some important files we kept in the attic - we shall search for them tomorrow. Now what is the hurry, don't worry about them - take a good bath and have your meal, child,' said the housewife's mother.

The housewife took a good bath and ate her meal, but she could not sleep. While scrubbing the house, humming happily, joyously, and making *muggulu*, she had never thought that she would have to face so many difficulties like this by forgetting her own name.

Dawn broke, but the search for the certificates among the files in the attic had not ended.

Now the wife asked everyone she met - she asked the trees - the anthills - the pond - the school where she had studied - the college. After all the shouting and the wailing, she met a friend - and succeeded in recovering her name.

That friend was also like her - married, and a housewife like her, but she had not made swabbing the sole purpose of her life; scrubbing was only part of her life; she remembered her name and the names of her friends. This particular friend recognized our housewife.

'Sarada! My dear Sarada!' she shouted and embraced her. The housewife felt like a person - totally parched and dried up, about to die of thirst - getting a drink of cool water from the new earthen *kooja* poured into her mouth with a spoon and given thus a new life. The

friend did indeed give her a new life - 'You are Sarada. You came first in our school in the tenth class. You came first in the music competition conducted by the college. You used to paint good pictures too. We were ten friends altogether - I meet all of them some time or other. We write letters to each other. Only you have gone out of our reach! Tell me why are you living incognito?' her friend confronted her.

'Yes, Pramila - what you say is true. Of course, I'm Sarada - until you said it I could not remember it - all the shelves of my mind were taken up with only one thing - how well I can scrub the floors. I remembered nothing else. Had I not met with you I would have gone mad,' said the housewife named Sarada.

Sarada returned home, climbed the attic and fished out her certificates, the pictures she had drawn - old albums, everything she succeeded in getting out. She also searched further and managed to find the prizes she had received in school and college.

Overjoyed, she returned home.

'You have not been here - look at the state of the house - it's like a choultry. Oh, what a relief you are here, now it is like a festival for us,' said Sarada's husband.

'Just scrubbing the floor does not make a festival. By the way, from now onwards don't call me *yemoi geemoi*. My name is Sarada — call me Sarada, understood?

Having said that she went inside, humming, joyously.

Sarada who had always cared so much for discipline, keeping an eye on every corner, checking if there was dust, making sure things were properly arranged each in its correct and respective order, now sat on the sofa which had not been dusted for the last two days. She sat there showing the children an album of her paintings that she had brought for them.

About the Author: Smt. P. Satyavathi is one of those writers who have brought feminism to the peak in Telugu literature. Though she is a retired English Lecturer, she has great understanding of the Telugu accent and the idiom of the respective regions. She is adept in portraying human experience universally. The technique of appealing the readers by weaving the story wonderfully with a philosophical touch and theological aspect is her forte.



Satyavathi became well known with her prize-winning story 'Glassu Pagilindi' in 1997 and 'Illalakaagane (Quest for Identity)', a volume of stories, that won her the Chaso award. Later, she received the Rangavalli award and Telugu University award, among many other prestigious awards. With four novels, five anthologies of short stories and a volume of essays to her credit, she ran a regular column on the early women writers in Bhumika. She has translated into Telugu, to much acclaim, Karen Armstrong's Muhammad: A Biography of the Prophet, Ismat Chughtai's stories, A. Revathi's The Truth about Me: A Hijra Life Story and Y.B. Satyanarayana's My Father Baliah; and is now

translating Paula Richman's Many Ramayanas into Telugu. She is presently co-editing an anthology of contemporary Telugu women writers' stories translated into English and to be published by the Sahitya Akademi.

Satyavathi's stories explore the lives of a vast swathe of women – middle-class women yearning for economic independence, space, and identity; women affected by migration whether from rural areas to cities or from a metropolis to some dream world in foreign countries; young women fleeing from rural agricultural crises to become housemaids, wage labourers, and construction workers in towns, and at the same time, tempted by the glitz of cell phones, beauty aids, scooter rides, expensive clothes and food in upmarket restaurants. Often, women from these several categories populate one story and the reader gets a glimpse of the commonality of women's condition across race, class and caste. Mirroring the effects of globalization and cataclysmic changes in moral values and social behaviour - leading to devaluation of women - Sathyavathi brings the reader face to face with daily lived experiences in a narrative that is neither rhetorical nor verbose.

About the Story: The story "What is My Name?" is originally published as "Illalakagaane Pandaouna" in Telugu in 1990 and has been translated into almost all south Indian language and in Hindi.

The story depicts an educated but meek woman, Sarada. Sarada forgets her name since no one addresses her by name. The story represents a search for a woman's identity. Education, culture, and capacity do not change the life of woman. Sarada makes a gentle and modest protest against the man-dominating society.

The title of the story cannot be taken literally. It does not mean that the woman - protagonist in the story has truly forgotten her name. It means that she gets identity from others but not her own. She is seen as a daughter, wife, mother, mistress and so on. Thus, she becomes a nameless and faceless creature reduced to the level of a house-keeper without any identity.

Summary:

Sarada, before she got married, was a well-educated and cultured young woman. She was intelligent, capable, quick-witted and she had a sense of humour and elegance. She used to stand first in her class. She was good at music and dance. She used to paint good pictures.

Liking her beauty, and intelligence and attracted by the dowry her father offered, Satyanarayana Murthy, a young man married her. He addressed her as '*ammadu*'. She began to swab the floors and decorated the floor with rangoli designs. She took pride in her patience and begun to perform all household activities. On seeing this, her husband praised that she was dexterous at swabbing the floor. Overjoyed by his applause, Sarada began living with swabbing as a mission of her life. Thus, her life went on scrubbing the house spotlessly and decorating the house with multi-coloured *muggulu*.

In her restless domestic work, for over years, she had forgotten her name. One day she tried to recollect what her name was. But she could not remember. She asked her maid

servant, her neighbours, her husband, and her children about her name. But they all told the name by which they used to call her by using their relation. To her husband, she was ‘ammadu’, to the children, she was ‘amma’, to the neighbours, she was ‘Mrs. Murthy’, and to the maid-servant, she was ‘the mistress of a white-storeyed building’. Her husband laughed and did not take it seriously.

Finally, the housewife decided to go to her parents’ house and look for her name in her certificates. But her certificates were kept on the attic. In an utter disappointment, she asked everyone to tell her name but in vain. Meanwhile, Pramila, her old school mate came there. She addressed her ‘Sarada’. At once Sarada felt like a new life begun to flow. She was over-joyous and thanks Pramila for recalling her beautiful school days. She went back to her husband and mildly warned him not call her ‘yemoi, geemoi’. She felt relaxed for retaining her own name. Because our name gives us our personal identity and self-respect. Our name is our own – unique to us.

Here the author wants to tell that every woman has her own responsibility in nation-building. Women should be given equal rights with men. Women should not be confined to the four walls of the house. She should be let free. She can reach to the heights of sky. She can ascend to the pinnacles of any success and thus she can make any nation greater and stronger. Thus, Satyavathi portrays a self-effacing house-wife who ultimately becomes self-conscious to restore her identity.

Paragraph Questions:

1. What is the kind of role that the housewife here had taken on since marriage?

Ans: P. Satyavathi is a famous short story writer in Telugu literature. She writes from a feminist angle and depicts the lives of middle-class folk. She presents the protest of women to retain their sense of self.

In the story, “What Is My Name?”, Satyavathi depicts an educated but meek woman, Sarada. Sarada forgets her name since no one addresses her by name. The story represents a search for a woman’s identity. Education, culture, and capacity do not change the life of woman. Sarada makes a gentle and modest protest against the man-dominating society.

A beautiful, intelligent and educated woman is married to a young man, Mr. Murthy. He has made her his house wife and addresses her as ‘ammadu’. The woman takes pride in her patience and begins to perform all household activities. She swabs the entire house neatly. She decorates the floor and with the ‘muggulu’, humming happily. The young husband appreciates and pats on her shoulders. Everything is fine, decent and comfortable.

The title of the story cannot be taken literally. It does not mean that the woman - protagonist in the story has truly forgotten her name. It means that she gets identity

from others but not her own. She is seen as a daughter, wife, mother, mistress and so on.

2. Why did Mrs. Murthy want to go to her parents' place? (or) Describe Mrs. Murthy's search for her certificates at her parents' place.

Ans: P. Satyavathi is a famous short story writer in Telugu literature. She writes from a feminist angle and depicts the lives of middle-class folk. She presents the protest of women to retain their sense of self.

In the story, "What Is My Name?", Satyavathi depicts an educated but meek woman, Sarada. Sarada forgets her name since no one addresses her by name. The story represents a search for a woman's identity. Education, culture, and capacity do not change the life of woman. Sarada makes a gentle and modest protest against the man-dominating society.

In her restless domestic work, for over years, she forgets her name. One day she questions herself what her name is. But she could not remember. To her husband, she is 'ammaadu' and to the children, she is 'amma'; to the neighbours she is 'Mrs. Murthy' and to the maid-servant, she is 'the mistress of a white-storeyed building'. So she feels very sorry for the loss of her identity. She goes to her parents' house to find her name, at least, in her certificates. She asks her parents what her name is. They are taken aback. She begins to search for certificates which have been thrown in the attic.

3. How did her school friend Pramila transform her life for her? (or) How did the visit to her parents' place change her view of life and of herself when she returned to her husband's house?

Ans: P. Satyavathi is a famous short story writer in Telugu literature. She writes from a feminist angle and depicts the lives of middle-class folk. In the story, "What Is My Name?", Satyavathi depicts an educated but meek woman, Sarada. Sarada forgets her name since no one addresses her by name. The story represents a search for a woman's identity. Education, culture, and capacity do not change the life of woman. Sarada makes a gentle and modest protest against the man-dominating society.

She goes to her parent's house to find her name, at least, in her certificates. She asks her parents what her name is. They are taken aback. She begins to search for certificates. In an utter disappointment, she asks everyone to tell her name but in vain. Pramila, her old school mate comes there and addresses her, Sarada. A new life has begun to flow into her as she hears her name. Sarada is over-joyous and thanks Pramila for recalling her beautiful school days. She goes back to her husband and mildly warns him not to call her as 'yemoi', 'geemoi.' She feels relaxed for retaining her own name. Thus, Satyavathi portrays a self-effacing house-wife who ultimately becomes self-conscious to restore her identity.

Unit – III: Poem

Robert Frost's "**Stopping by Woods on a Snowy Evening**"**Text:**

Whose woods these are I think I know.
His house is in the village though;
He will not see me stopping here
To watch his woods fill up with snow.

My little horse must think it queer
To stop without a farmhouse near
Between the woods and frozen lake
The darkest evening of the year.

He gives his harness bells a shake
To ask if there is some mistake.
The only other sound's the sweep
Of easy wind and downy flake.

The woods are lovely, dark and deep,
But I have promises to keep,
And miles to go before I sleep,
And miles to go before I sleep.

About the Author: Robert Lee Frost (March 26, 1874 – January 29, 1963) was an American poet known for his realistic depictions of rural life and his command of American colloquial speech. His work frequently explored complex social and philosophical themes through settings from rural life in New England in the early 20th century.

Frost is one of the most popular and well-known American poets, and his work is still widely read and studied today. He is the only poet to have received four Pulitzer Prizes for Poetry, and his poems have been translated into over 30 languages.

Some of Frost's most famous poems include "The Road Not Taken," "Stopping by Woods on a Snowy Evening," "Mending Wall," and "Nothing Gold Can Stay." These poems often deal with themes of nature, human nature, and the choices we make in life.

Frost's work is characterized by its use of simple language, its vivid imagery, and its exploration of universal themes. He is often seen as a poet of the people, and his work has been praised for its ability to connect with readers of all ages and backgrounds.



About the Poem: The poem depicts a traveler, presumably on horseback, drawn to the peace and beauty of a snowy forest at dusk. Despite the allure of the “lovely, dark and deep” woods, the traveler ultimately chooses to continue their journey, acknowledging responsibilities and “promises to keep”.

The poem explores the tension between the tranquil, alluring natural world and the obligations and demands of human society. The traveller faces an internal conflict between the desire to rest and surrender to the beauty of the woods and the need to fulfil their commitments. It symbolizes the continuous journey of life, with choices and responsibilities constantly demanding our attention. The dark, silent woods can be interpreted as symbolic of death or the unknown, adding another layer to the traveller's contemplation.

“Stopping by Woods on a Snowy Evening” is a poem rich in ambiguity and open to various interpretations. Its simple language and relatable themes have resonated with readers for generations, prompting reflection on life's choices, desires, and responsibilities.

Brief Summary:

In “Stopping by Woods on a Snowy Evening,” the speaker, likely a traveler on horseback, finds themselves drawn to the allure of a dark and snowy forest during dusk. They contemplate the peacefulness and beauty of the scene, feeling tempted to stay and simply immerse themselves in the natural world.

However, the pull of duty and responsibility pulls them away. The speaker acknowledges “promises to keep” and “miles to go before I sleep,” reminding themselves of obligations that necessitate continued travel. Despite the tempting stillness and allure of the woods, the speaker ultimately decides to move on, acknowledging the reality of their commitments.

This poem explores the conflict between personal desires and the demands of responsibility. It beautifully captures the allure of nature's peacefulness while emphasizing the pull of duty and commitment. While seemingly simple, the poem's imagery and language delve into deeper themes of human experience and the choices we make.

Paragraph Questions:

1. Briefly summarize Robert Frost’s “Stopping by Woods on a Snowy Evening”.

Ans: “Stopping by Woods on a Snowy Evening” is a poem by Robert Frost, published in 1923. It is one of his most well-known and often anthologized poems. The poem tells the story of a man who stops his horse and carriage in the middle of a snowy woods to admire the beauty of the scene. The speaker describes the woods as being “lovely, dark and deep” and watches as the snow falls softly. However, he is

reminded that he has other responsibilities and a long journey ahead of him, so he eventually decides to continue on his way.

Throughout the poem, Frost uses vivid imagery to describe the winter landscape and the silence of the woods. The speaker's contemplation of the woods creates a sense of peace and stillness, but also a feeling of isolation and melancholy. The final lines of the poem are perhaps the most famous: *“And miles to go before I sleep, And miles to go before I sleep.”* These lines suggest that the speaker still has much to do before he can rest, both literally in terms of the journey ahead of him, but also metaphorically in terms of the demands and responsibilities of his life. Despite the lure of the peaceful woods, he knows he must continue on his path.

2. What is the main theme of the poem, and how is it conveyed through the speaker's words and actions?

Ans: “Stopping by Woods on a Snowy Evening” is a timeless work that continues to captivate readers with its rich imagery, evocative language, and exploration of the human experience.

The main theme of the poem is the conflict between the desire for rest and the responsibilities of life. The speaker is drawn to the peacefulness of the woods, but is reminded of his obligations by the horse's questioning and his own sense of duty. This conflict is conveyed through the repetition of the last two lines of the poem, which emphasizes the tension between the speaker's desire to stay in the woods and his need to continue on his journey. The theme is also conveyed through the speaker's words, which express both his admiration for the beauty of nature and his sense of duty to fulfill his promises.

3. What is the significance of the horse in the poem, and how does it contribute to the overall mood and meaning?

Ans: The horse in the poem is significant because it represents the speaker's sense of duty and responsibility. The horse seems to question why they have stopped in the woods, and its presence reminds the speaker of the work he still has to do. This contributes to the overall mood and meaning of the poem by emphasizing the conflict between the speaker's desire for rest and his sense of obligation. The horse also represents the speaker's connection to the natural world, and its presence in the poem underscores the importance of the natural world to the speaker's sense of well-being.

4. How does the poem use imagery and sound to convey its meaning and mood?

Ans: The poem uses vivid imagery of the winter landscape to convey the speaker's sense of awe and wonder at the beauty of nature. The description of the woods as “lovely, dark and deep” creates a mood of peacefulness and tranquility, while the images of the snow and the woods evoke a sense of stillness and quiet contemplation. The imagery of the “easy wind and downy flake” conveys a sense of gentle movement and softness, which contributes to the overall mood of the poem. The imagery of the

woods, the snow, and the wind also convey the speaker's sense of connection to the natural world, and underscore the importance of nature to the speaker's emotional and spiritual well-being.

The poem uses sound to create a sense of stillness and quiet contemplation, as well as to underscore the speaker's sense of connection to the natural world. The repetition of the “s” sound in “the woods are lovely, dark and deep” creates a sense of softness and stillness, while the alliteration of “easy wind and downy flake” creates a sense of gentle movement and peace. The poem also uses the sound of the horse's bells to emphasize the speaker's sense of duty and responsibility, and to underscore the importance of human connection to the natural world.

5. What is the significance of the last two lines of the poem, and how do they contribute to the poem's overall meaning?

Ans: The last two lines of the poem, “And miles to go before I sleep, And miles to go before I sleep,” are significant because they emphasize the speaker's sense of conflict between the desire for rest and the responsibilities of life. The repetition of this phrase creates a sense of tension and urgency, and underscores the speaker's sense of obligation to fulfill his promises. The last two lines also contribute to the poem's overall meaning by highlighting the importance of balance in life: the speaker admires the beauty of nature and desires rest, but understands that he must fulfill his responsibilities before he can truly rest. This creates a sense of complexity and nuance in the poem, and underscores the importance of balancing different aspects of life in order to find true.

6. What is the role of nature in the poem, and how is it depicted?

Ans: Nature plays a central role in the poem, both as a source of beauty and inspiration, and as a reminder of the speaker's place in the world. The winter landscape is depicted in vivid detail, with images of snow, woods, and wind creating a sense of peace and tranquility. The use of nature imagery also emphasizes the speaker's sense of connection to the natural world, and underscores the importance of balance and harmony in life.

7. What is the overall message of the poem?

Ans: The overall message of the poem is that life is a balancing act between rest and responsibility, and that finding this balance is essential to our well-being. The speaker's admiration for the beauty of nature and his desire for rest are contrasted with his sense of obligation and duty, creating a sense of tension and conflict that is ultimately resolved by the repetition of the last two lines of the poem. This repetition emphasizes the importance of fulfilling our obligations before we can truly rest, and underscores the idea that balance and harmony are essential to a fulfilling life.

Unit – III: Skills

Reading Comprehension

Reading is a complex process. It is a psychological process because it deals with the behaviour of the reader. It is a physiological process because it involves the eyes and other organs of speech. It plays an important role in social and cultural processes. Since it deals with language, it is called a linguistic process.

Reading Comprehension is a thinking process. It is thinking through reading and associating with the correct meanings of the words and symbols. It requires thorough knowledge and understanding of *grammar*, syntax, phrases, and vocabulary if the learners wish to grasp the meaning of a given piece of prose or poetry.

Reading Comprehension helps in a) understanding relationships among ideas, b) understanding new concepts and special references, c) understanding new *grammatical* structures, and d) understanding meanings of new content words.

The following are the instructions that one should keep in mind while answering questions on a given passage:

1. Read the given passage at least twice to comprehend its subject matter.
2. Read the given questions and underline, in the passage, portion/ideas relevant to each question.
3. As far as possible, use your own language in the answers. Mere reproduction of the original passage will only bring discredit.
4. Each answer should be given in separate paragraphs. Each paragraph should serially correspond to relevant questions.
5. Each answer should be composed in simple and *grammatically* correct English. Sentences should be short, to the point and properly punctuated.
6. Read your answer and make sure that it contains no mistakes.
7. Finally, read the questions over again to make sure that each question has a corresponding answer.

There are two types of passages generally given for Comprehension:

1. Passage/stanza with five questions at the end to be answered in one or two sentences.
2. Passage/stanza with multiple-choice answers, especially in competitive examinations.

Read the following passages/stanzas and answer the questions given at the end.

1. Punctually at midday he opened his bag and spread out his professional equipment, which consisted of a dozen cowrie shells, a square piece of cloth with obscure mystic charts on it, a notebook, and a bundle of Palmyra writing. His eyes sparkled with a sharp abnormal gleam which was really an outcome of a continual searching look for customers, but which his simple clients took to be a prophetic light and felt comforted. The power of his eyes was considerably enhanced by their position placed as they were between the painted forehead and the dark whiskers which streamed down his cheeks: even a half-wit's eyes would sparkle in such a setting. People were attracted to him as bees are attracted to cosmos or dahlia stalks.
 - a) Who is the author of the above passage and in which lesson does it appear?
 - b) What objects were there in the bag?
 - c) How people are attracted to him?
 - d) Identify who is 'he' referred to in the above passage?
 - e) Why the eyes of the person are described as sparkled?
2. "He gives his harness bells a shake.
To ask if there is some mistake.
The only other sound's the sweep
Of easy wind and downy flake".
 - a) Name the poem and the author of the above stanza.
 - b) Who is 'he' referred to in line 1 of the stanza?
 - c) How did the horse react?
 - d) Describe the sound in the poem?
 - e) Write the meaning of the word 'sweep'.
3. There is nothing glorious about the wars although the bards have often sung their praises. A war is always a dreadful thing; its outcome is nothing but destruction. The innumerable through the ages have brought about nothing but death, devastation, misery, and tears of blood upon mankind. The mighty epics singing of the valour of the glorious warriors hardly ever tell of us sufferings of those who lose their dear ones.
 - a) Who wrote the above lines and in which essay do they appear?
 - b) According to the author, what is the outcome of wars?
 - c) What truth did the mighty epics never tell?
 - d) Who has sung and praised the wars?
 - e) What is the meaning of the word 'bard'?
4. On the following forenoon, I again observed my fellow voyager watching me earnestly from his deck chair. Now a lady was with him, obviously his wife. The

situation by this time had begun to intrigue me. I discovered from my steward that they were Mr and Mrs John S_ from a small suburb of London. When another day passed without event, I began to feel certain that Mr S_ would remain too shy to carry out his obvious desire to approach me. However, on our final evening at sea Mrs S_ decided the matter. With a firm pressure on his hand and a whispered word in his ear, she urged her husband towards me as I passed along the deck.

- a) What did the narrator observe the following forenoon?
- b) Who was now with his fellow voyager?
- c) What did the narrator discover from his steward?
- d) According to the narrator, what was the problem of his fellow voyager?
- e) On their final evening at sea, how did Mrs S__ decide the matter?

Answers:

- 1. a) The above passage is taken from R.K. Narayan's "An Astrologer's Day."
 - b) A dozen cowrie shells, a square piece of cloth, a notebook, and a bundle of Palmyra writing were there in the bag.
 - c) The people were attracted to him as bees are attracted to cosmos or dahlia stalks.
 - d) The person who is referred to as 'he' in the passage is the Astrologer.
 - e) The eyes of a person are described as sparkle because he always looked for clients.
- 2. a) The above stanza is extracted from Robert Frost's "Stopping by Woods on a Snowy evening"
 - b) 'He' refers to 'the horse'.
 - c) The horse shook its harness bell.
 - d) The sound of harness bells, wind blowing, and the falling of the snowflakes.
 - e) The word 'sweep' means 'soft' and 'gentle'.
- 3. a) The above lines appear in Abrar Mohsin's "Florence Nightingale."
 - b) According to the author, the wars bring nothing but death, devastation, misery, and tears of blood upon mankind.
 - c) The mighty epics singing of the valour of the glorious warriors hardly ever tell of us sufferings of those who lose their dear ones.
 - d) The bards have often sung and praised the wars.
 - e) The meaning of the word 'bard' is 'poet'.
- 4. a) The narrator observed that his fellow voyager was watching him earnestly.
 - b) Now there was a lady – obviously his wife – was with him.
 - c) The narrator discovered from his steward that they were Mr. and Mrs. John S from a suburb of London.
 - d) He was too shy to carry out his obvious desire to approach the narrator.
 - e) Mrs. John S__ urged her husband towards the narrator with a firm pressure on his hand and a whispered ear.

Unit – III: Skills
Note Making & Note Taking

Note-Making and Note-Taking are two important language skills which every student has to acquire, for he has to make notes regularly and take notes quite often. This is needed for three reasons:

1. To have a record of the writer's main ideas,
2. To help one's memory when revising, and
3. To make what the writer says a part of a student's knowledge.

Difference between Note Making and Note Taking:

Note Making is defined as a systematic way of making notes from a book and arranging them in a certain order. And **Note Taking** is defined as a systematic process of taking down notes from a lecture/speech in an orderly manner.

Process of Note Making/Note Taking

- a) Read or listen carefully. The process starts after you have carefully read or listened to a text.
- b) Mark the topic sentence, keywords and phrases. If you are reading, underline them and if you are listening take them down.
- c) Try to establish a logical link between the main points.
- d) Notes can be made point-wise, or in a tabular form or in the form of a tree diagram.
- e) Making notes/taking notes is an interactive process. Mentally you interact with the writer (or written matter) / speaker (or spoken matter) constantly, try to understand the matter as much as possible and write down important points in such a way that you would be able to reconstruct the matter as accurately as possible.

Points to be remembered while making/taking notes:

- ✓ The draft should be precise/short.
- ✓ Essential points should be included.
- ✓ Present the content in a nutshell.
- ✓ Use abbreviations and symbols, if necessary.
- ✓ See that the whole text can be recapitulated at a later date.
- ✓ See that the notes help others in comprehending the content easily.

Note making/taking skills help an individual a) to preserve a large text in a simple form, b) to organize the thoughts in a logical and sequential order, c) to have a quick reference for a lecture / an exam, d) to facilitate easy review and reconstruction of the text, e) to develop the skill of comprehension, analysis, and presentation of a text in a concise note, f) to increase speed in writing, and g) to develop reading and writing abilities.

Two Methods of Notation: While making notes, you need to identify the main points, divisions, subdivisions, and still further if need be. Two methods of notation are in practice now:

The Conventional System of Notation using numerals and capital letters in the following order	The Decimal System of Notation using numerals
1. Large Roman Numerals: I, II, III, IV, ... 2. Capital Letters: A, B, C, D, ... 3. Arab Numerals: 1, 2, 3, 4, 4. Small Letters: a, b, c, d, ... 5. Small Roman Numerals: (i), (ii), (iii), (iv), ...	1. 1, 2, 3, 4, ... 1.1, 1.2, 1.3, 1.4, 1.1.1, 1.1.2, 1.1.3, 1.1.4, ... 1.1.1.1, 1.1.1.2, 1.1.1.3, 1.1.1.4, ... 2. 2.1, 2.2, 2.3, 2.4, ... 2.1.1, 2.1.2, 2.1.3, 2.1.4, 3. 3.1, 3.2, 3.3, 3.4, ...

Assignments:

1. Drug-related health disorders are many and varied. (1) Dirty needles and solutions used for injecting drugs can easily cause abscesses in the arms and veins, liver disease, venereal disease, disease and infection of the kidneys and brain. (2) Sniffing cocaine and amphetamines can damage the tissue of the nose and (3) Marijuana and tobacco smoking can cause lung diseases. Heavy users of alcohol, volatile solvents, amphetamines or marijuana may find that their livers are permanently damaged. Babies of women addicted to (5) opiates are likely to be born addicted and to suffer from withdrawal symptoms (6) Cocaine and amphetamines can cause hair loss. Recent research has indicated that (7) Marijuana can damage cells. A drug user's way of life makes him more susceptible to pneumonia, tuberculosis, malnutrition and weight loss. Finally, an overdose of any of the sensual drugs can lead to respiratory or cardiac failure and death.

Suggested Answer:

Title: Drug-related Health Disorders and Diseases

1. Drug-related Health Disorders
 - 1.1 From dirty needles, solutions used for injecting drugs
 - 1.1.1 abscesses (arms, veins)
 - 1.1.2 liver diseases
 - 1.1.3 venereal diseases
 - 1.1.4 infection of the kidneys, brain
 - 1.2 From sniffing cocaine and amphetamines
 - 1.2.1 damage of the nose tissues
 - 1.2.2 hair loss

- 1.3 From marijuana and tobacco smoking
 - 1.3.1 lung diseases
 - 1.4 From alcohol, volatile solvents, amphetamines, marijuana (heavy use)
 - 1.4.1 permanent liver damage
 - 1.5 From opiates (women)
 - 1.5.1 babies born addicted, suffer from withdrawal symptoms
 - 1.6 From marijuana
 - 1.6.1 cell damage
2. Drug users are susceptible to
- 2.1 Pneumonia
 - 2.2 Tuberculosis
 - 2.3 Malnutrition
 - 2.4 Weight loss
 - 2.5 Respiratory/cardiac failure
 - 2.6 Death
2. Rabindranath Tagore, the most eminent modern Bengali poet, was also a critic, an essayist and a composer and an author of innovative short fiction in Bengali literature. He is known outside India, principally through English translations. *Geethanjali*, a song offering (1912), the free verse recreations of his Bengali poems, modeled on medieval Indian devotional lyrics, won him the Nobel prize for literature in 1913, its first award to an Indian. Representative translations followed. Philosophical plays such as *Chitra* (1913) and *the King of the Dark Chambers* are some of the representative translations.

Suggested Answer:**Title: Rabindranath Tagore**

- 1. Rabindranath Tagore, a versatile writer
 - 1.1 Eminent modern Bengali poet
 - 1.2 Critic and Essayist
 - 1.3 Composer
 - 1.4 Author of innovative short fiction in Bengali literature
- 2. Tagore's popularity abroad
 - 2.1 English Translations
 - 2.1.1 *Gitanjali*, A Song Offering (1912)
 - 2.1.2 Nobel Prize for literature
- 3. Tagore's philosophical plays
 - 3.1 *Chitra* (1913)
 - 3.2 *The King of the Dark Chamber*

3. Speed of movement was not an unmixed blessing. Indeed, there will be many today who do not consider it a blessing at all. Men have had to pay a price for the quicker pace of their life. The speed of the motorcar causes a great strain on the nerves of the user of the road and paradoxically of the driver of the car himself. Pedestrians find the car too fast for their reflexes and get knocked down. Cars collide with cars resulting in gruesome deaths. The roads have become death-traps for the rash as well as the cautious. One can understand why some people want to escape from it all, and get back to the ages of horses and leisurely living.

Suggested Answer:

Title: Is Speed of Movement Really a Blessing?

1. We have to pay a price for the quicker pace
 - 1.1 A great strain on the nerves of all users of the road
 - 1.2 Pedestrians get knocked down
 - 1.3 Cars collide with cars
 - 1.4 Road have become death-traps for the rash as well as the cautious
 2. So, some people want to get back to the ages of horses and leisurely living.
1. There are three main groups of oils – animal, vegetable and mineral. Great quantities of animal oil come from whales, those enormous creatures of the sea which are the largest remaining animals in the world. To protect the whale from the cold of the Arctic seas, nature has provided it with a thick covering of fat called blubber. When the whale is killed, the blubber is stripped off and boiled down. It produces a great quantity of oil which can be made into food for human consumption. A few other creatures yield oil, but none so much as the whale. The livers of the cod and halibut, two kinds of fish, yield nourishing oil. Both cod liver oil and halibut oil are given to sick children and other invalids who need certain vitamins.
- Vegetable oil has been known from very old times. No household can get on without it, for it is used in cooking. Perfumes may be made from the oils of certain flowers. Soaps are made from vegetable and animal oils.
- To the ordinary man, one kind of oil may be as important as another, but when the politician or the engineer refers to an oil, he almost always means mineral oil, the oil that drives tanks, aeroplanes and warships, motorcars and diesel locomotives. This is the oil that has changed the life of the common man. To it, we owe the possibility of flying. It has changed the methods of warfare on land and sea. This kind of oil comes out of the earth. Because it burns well, it is used as fuel, and in some ways is superior to coal. Many big ships now use oil instead of coal. Because it burns brightly, it is used for illumination. Many homes are still illuminated with oil burning lamps.

Suggested Answer:**Title: Three Kinds of Oils**

1. Animal Oil
 - 1.1 Obtained from whales
 - 1.1.1 The blubber of the whale, when boiled, produces oil
 - 1.1.2 Used as food for human consumption
 - 1.2 Obtained from the livers of the cod and halibut
 - 1.2.1 Yields nourishing oil
 - 1.2.2 Medicinal value - given to sick children and invalids
2. Vegetable Oil
 - 2.1 Obtained from vegetables and seeds
 - 2.2 Used for cooking
 - 2.3 Perfumes are made from the oils of certain flowers
3. Mineral Oil
 - 3.1 To many oils means mineral oil
 - 3.2 Extracted from the earth
 - 3.3 Used as burning fuel for automobiles
 - 3.4 Used for illumination in the houses

2. We have many social evils and corruption dominates them all. Since independence corruption has become a chronic feature of our public life. There is not a single field that is above corruption. As Indira Gandhi has said corruption has become a global feature.

The basic reason for the ever-augmenting corruption is man's extreme lure for money. Even the public is very anxious to get their things done offering bribes. At times, they get things done quite against the rules and regulations by pluming the palms of the people at the helm of affairs.

Corrupt politicians make use of their political power to promote their personal interests and the interest of their near and dear. They directly interfere in the day-to-day administration and consequently, the honest officers become victims.

Suggested Answer:**Title: Corruption**

1. Corruption is the worst social evil
 - 1.1 A chronic feature of our public life
 - 1.2 No single field is above corruption
 - 1.3 Corruption is a global feature (Indira Gandhi)
2. Basic Reasons for corruption
 - 2.1 Man's extreme lure for money
 - 2.2 People offer bribes to get their things done

3. Politicians and corruption
 - 3.1 Politicians use their power to promote their personal interests
 - 3.2 They interfere in administration and honest officers become victims
3. Insects are small creatures mostly having six legs, no backbone and a body divided into three parts. They are the most plentiful of all living creatures.

From man's point of view, insects can be divided into three main kinds, those insects which are useful to him and those which are harmful to him. There are those, which are merely interesting or beautiful. Bees and silkworms are examples of useful insects. Bees collect honey and wax from flowers for our use. Silkworms supply us with fine, strong silk. These insects provide man with food and clothing.

Locusts and mosquitoes, on the other hand, are harmful to man. Locusts will eat all growing plants and these hungry creatures destroy every year trees and crops. Mosquitoes pass on the dangerous disease of malaria and every year millions of people become ill and even die.

There are some insects, which are not directly useful or harmful to man but are interesting or beautiful. Examples of such insects are colourful butterflies, pretty little ladybirds and fluttering moths

Suggested Answer:

Title: Insects

1. The physical structure of insects.
 - 1.1 Six legs
 - 1.2 No backbone
 - 1.3 Body in three parts
2. Insects: Three kinds
3. Useful insects to man
 - 3.1 Bees – Collect honey and wax from flowers for man's use (provide food)
 - 3.2 Silkworms – Supply us with fine, strong silk (provide clothing)
4. Harmful insects
 - 4.1 Locusts – Eat growing plants and destroy all vegetation
 - 4.2 Mosquitoes – Pass on malaria, a dangerous disease
5. Insects are neither useful nor harmful
 - 5.1 Butterflies, ladybirds, and fluttering moths
 - 5.2 They are not directly useful but interesting and beautiful

Unit – IV: Poem
Nissim Ezekiel's "Night of the Scorpion"

Text:

I remember the night my mother
was stung by a scorpion. Ten hours
of steady rain had driven him
to crawl beneath a sack of rice.

Parting with his poison - flash
of diabolic tail in the dark room -
he risked the rain again.

The peasants came like swarms of flies
and buzzed the name of God a hundred times
to paralyse the Evil One.

With candles and with lanterns
throwing giant scorpion shadows
on the mud-baked walls
they searched for him: he was not found.
They clicked their tongues.

With every movement that the scorpion made his poison moved in Mother's blood, they
said.

May he sit still, they said
May the sins of your previous birth
be burned away tonight, they said.
May your suffering decrease
the misfortunes of your next birth, they said.
May the sum of all evil
balanced in this unreal world

against the sum of good
become diminished by your pain.
May the poison purify your flesh

of desire, and your spirit of ambition,
they said, and they sat around
on the floor with my mother in the centre,

the peace of understanding on each face.
More candles, more lanterns, more neighbours,
more insects, and the endless rain.
My mother twisted through and through,
groaning on a mat.
My father, sceptic, rationalist,
trying every curse and blessing,
powder, mixture, herb and hybrid.
He even poured a little paraffin
upon the bitten toe and put a match to it.
I watched the flame feeding on my mother.
I watched the holy man perform his rites to tame the poison with an incantation.
After twenty hours
it lost its sting.

My mother only said
Thank God the scorpion picked on me
And spared my children.

About the Author: Born in Mumbai (Bombay), Nissim Ezekiel has been described as ‘the father of post-independence Indian poetry in English’. His heritage is Indian Jewish. He received a BA in Literature from Wilson College, Bombay University in 1947 and studied philosophy at Birkbeck College, London. He held the post of Professor of English at Bombay University and edited journals, including ‘Poetry India’, ‘Quest’, ‘Imprint’ and the Indian ‘P.E.N’. He was also a playwright, actor, broadcaster and social commentator. Ezekiel was visiting Professor at Leeds University (1964). He contributed to several conferences and lecture tours. He translated Marathi poetry and mentored other poets, including Don Moraes.

His poetry collections include *A Time to Change* (1952), *Sixty Poems* (1953), *The Third* (1959), *The Unfinished Man* (1960) and *The Exact Name* (1965). Ezekiel’s writing is thought to have been influenced by TS Eliot, WB Yeats, Ezra Pound and Rainer Maria Rilke as well as, more generally, England’s post-war movement. His poetry ranges between tight, metrical structure and free verse. His voice has been described as distinct and ironic.

“The Night of the Scorpion” is one of his famous poems which has a taste of Indianness. Some of his other well-known poems are “Goodbye Party For Miss Pushpa T.S.”, “In India”, “Poet, Lover, Birdwatcher”, “The Railway Clerk” and “A Time to Change”.

He received the Sahitya Akademi cultural award in 1983 and the Padma-Shri, India’s highest civilian honour, in 1988.

About the Poem: Nissim Ezekiel's "Night of the Scorpion" is the poet's personal account of his memory of his childhood. It presents a rural Indian village and its people. It came from a religious background and Ezekiel wrote this poem trying to give the impression of anger, but also an underlying message of motherly love, along with a hint of culture and superstition.

The last lines of the poem carry the irony, that is, the poet's mother expresses her gratitude to God for saving her children. According to scholar Pona Mohanta, "The concern of the villagers and the poet's father seem rather superficial when pitted against the heartfelt feelings of his mother." It is a universal truth that a mother cannot tolerate the pain and suffering of her children. In the context of the poem, this is not exceptional because the poet's mother expresses her concern for her children just after the relief from the intense pain which conveys an underlying gesture of unconditional motherly love.

Summary of the Poem:

It starts in a house at night where it is raining and a scorpion, in order to take some shelter, comes to the house. This poem is about how the scorpion stung the poet's mother and the mother's love for her children.

The poem opens in a way that suggests reflection—the speaker remembers (and, is so, older now) the night his mother was stung by a scorpion, which bit the mother because of its predatory impulse, while hiding beneath a bag of rice to escape from the rain. The speaker specifically remembers this night due to this event namely, the mother getting bitten. The way in which the mother is bitten is also shown in "flash / of diabolic tail"; the speaker manages to suggest that the scorpion is demonic with its "diabolic" tail, and emphasizes its speed with the word flash. The scorpion then flees the scene and, thus, risks the rain again.

Many things were tried to help relieve the mother's pain but none worked. The speaker watches helplessly. The speaker's father who was a sceptic and rationalist, tried to save his wife by using powder, mixture, herbs, hybrid and even by pouring a little paraffin upon the bitten toe and put a match to it. This reflects in one of the village peasant's saying, "May the sins of your previous birth / be burned away tonight," which the father tries to do, not for burning her sins but to burn away the poison residing inside the mother, which reflects her sins being atoned for.

The speaker watches the vain holy man performing his deceptive incantations but he cannot do anything to stop it. The peasants, finally accepting the fate of the mother, try to put a positive spin on the situation by saying that even if the mother died, her next life (an Indian belief) would be less painful, as she is atoning for her future sins by enduring this pain. After twenty hours, the poison loses its sting. A sign of her prevailing love and affection for her children is shown when she thanks God that she was stung and not her children.

Paragraph Questions:**1. What is the significance of the title “Night of the Scorpion”?**

Ans: The title of Nissim Ezekiel’s poem, “Night of the Scorpion,” is a deceptive one as it does not talk about the scorpion at all. The scorpion proves to be a tool that steered the events of the night when the poet’s mother was stung by a scorpion. Readers are presented with the actions of the superstitious villagers, the rational father, the pious man, and, last but not least, the mother. After recovering from the sting, the mother thanked God for sparing her children and picking on her. The title still remains suitable and relevant as the narrative poem is highly descriptive and dwells on details that exist because of the scorpion. The emotionally detached narrator appears to be no more than a reporter of the event and its repercussions. His lack of emotions not only brings out the irony but also helps readers understand how the scorpion is, in a way, central to the poem’s subject.

2. Explain how “Night of the Scorpion” is a commentary on Indian culture.

Ans: Nissim Ezekiel is well known for his representation of Indian culture and situation in his poetry. He makes keen observations that are both descriptive and ironic. His poem “Night of the Scorpion” is one such typical example. This poem is particularly laced with Indianness in its depiction of the events that unfold traditions and superstitious beliefs and the mindset of the characters.

The setting of the poem is an early 20th century Indian village. Rural people are often regarded for their direct involvement in agricultural activities. Thus, Ezekiel collectively mentions the villagers as “peasants” in his poem. This is significant as most of the Indians live in rural areas and in closely-knit communities. Furthermore, Indian culture is packed with feelings of unity and collective good. This is very well documented in the poem. All the villagers came to the rescue of the mother when she was in great pain.

Ezekiel also refers to two important aspects of Indian culture: faith and superstition. He also points out the popular beliefs revolving around “Karma,” which includes the concepts of previous life and the afterlife. Through this poem, Ezekiel not only comments on the positive aspects of Indian culture but also satirizes its peculiarities.

3. What is the poem “Night of the Scorpion” about?

Ans: “Night of the scorpion” revolves around the clash between two opposites. This poem brings forth a divide between the emerging urban rationalism and rural traditionalism. The movement toward modernity was one of the popular motifs in the post-independence era. Ezekiel also puts forth the contrast between western and oriental beliefs. These dialectical ideas are illustrated through the actions of the villagers (also, the holy man) and that of the rational father. Both parties tried to cure the mother through their own sets of beliefs and methods, but in the end, it was only

with time that the sting healed. So, in any sort of binaries ever created by humans, nature and time remain the superior forces. Interestingly, the qualities of mother nature are fused into the character of the mother, who only desired her children's welfare'

4. “Night of the Scorpion” is a poem that talks of idealized motherhood. Comment.

Ans: The ‘Indian mother’ holds a high and prominent position in Indian culture. In “Night of the Scorpion,” the mother somehow felt relieved knowing that her children were safe. It seems as if she was unbothered by her own sufferings so long as her children were unharmed. These virtues of selflessness and devotedness are associated with mothers. Motherhood is not looked at like a human idea but something that is divine. Even though readers are overwhelmed by the amount of love the mother had for her children, it is almost as if it was an expected end. In this way, Ezekiel idealizes motherhood in his poem.

5. Describe the father in the poem “Night of the Scorpion”.

Ans: The character of the father is introduced near the end of the poem “Night of the Scorpion.” That rainy night when the mother was stung by a scorpion, the villagers first reached out to help. Then the father implemented his remedies (both traditional and scientific) to heal his wife. The speaker describes him as a “sceptic” and “rationalist.” He is someone who has been influenced by western philosophy, which is characterized by the appeal to logic and reason, rather than to superstition often associated with the orient.

He made use of all the methods known to him: “every curse and blessing” along with “power, mixture, herb and hybrid.” These methods may at first appear to be reasonable, but then he went on to burn the sting with the help of “paraffin” in hopes of relieving her of the pain. All his methods were of little or no avail. In a way, Ezekiel tries to highlight the superiority of reason and logic over superstitions through this character.

6. What is the irony in the poem “Night of the Scorpion”?

Ans: The use of irony is one of the characteristic features of Ezekiel's poetry. Ezekiel, being one of the pioneer modern Indian poets, uses irony in a vivid manner in “Night of the Scorpion.” The first irony that becomes prominent in the poem finds its basis in the faith and superstitious beliefs of the villagers. After the mother was stung by a scorpion, the villagers swarmed to help. The first thing they did was buzz the name of God. Then they made claims about how the painful sting would help the mother get rid of her sins from her previous life and make her next life more fortunate. They opined that the poison would purify her body. While they were busy making such claims, the mother battled with the sting. The scorpion's poison caused her enough pain to ignore their deeds or their piercing remarks.

The next irony surfaces when the skeptical and rational father is introduced. He tried both the traditional, as well as, the modern ways known to him to cure his wife. Ultimately, he also failed in relieving her of her pain. Therefore, the traditional and modern methods failed to heal what could only be healed with time. This enhances the irony of the piece.

Ironically, the mother remained silent throughout even though she was at the center of everybody's attention. Readers are only made aware of her situation through these two lines of this 48-line-long poem: "My mother twisted through and through/ groaning on a mat." Yet when she finally broke her silence, she only thanked God for sparing her children, even after suffering from such a deadly experience. In this way, Ezekiel brings out the devotedness of a mother to her children in an ironic way

7. Is the poem "Night of the Scorpion" about faith or superstition?

Ans: The poem "Night of the Scorpion" is about both. In this poem, Ezekiel depicts how the villagers reacted or acted upon their already existing belief system, which is predominantly Hindu. They tried every curse, blessing, or talk in order to relieve the mother of her misery. Similarly, they were superstitious enough to address the simple "scorpion," as an "Evil" or "diabolic" one.

8. What is the concluding message and tone of the poem "Night of the Scorpion"?

Ans: The concluding message of Ezekiel's poem is that a mother always looks out for her children's welfare even if she has been suffering herself. Another important message that Ezekiel tries to communicate through this poem is how traditional methods heighten the suffering of an individual in spite of decreasing it. Sympathy fails to comfort one, who is in a life-or-death situation.

The tone of "Night of the Scorpion" is objective, impersonal, and ironic. It is interesting to note that even though the narrator describes one of his childhood events revolving around his mother, he remains detached and objective throughout the narrative. He depicts the events as they actually occurred that night in a sarcastic and satirical tone.

Unit – IV: Skills
Expansion of Ideas

Expansion of an idea or **Proverb Expansion** is a reasonable command over the structures and vocabulary of the English language. It is simple and straightforward. It is often described as the wisdom of many and the wit of one. Proverbs and maxims are some of the items that can be expanded.

Classification of Proverbs: Proverbs can be classified into different types on the basis of their meanings.

Type	Proverb	Examples
1	Proverbs of warning	1. As you sow, so you reap 2. Sow the wind and reap the whirlwind 3. Prevention is better than cure
2	Proverbs of advice	1. Slow and steady wins the race 2. Be slow to promise and quick to perform 3. Those who live in glass houses should not throw stones
3	Proverbs containing suggestions	1. A stitch in time saves nine 2. Where there is a will, there is a way 3. Waste not, want not
4	Proverbs containing general truth	1. To err is human, to forgive divine 2. Man proposes, God disposes 3. Necessity is the mother of invention
5	Proverbs containing natural phenomena	1. If winter comes, can spring be far behind 2. Make hay while the sun shines 3. The hand that rocks the cradle rules the world or nation

Guidelines for Writing the Proverbs: Expansion of an idea or proverb expansion is the elaborating it into a paragraph or a passage. Usually, a proverb should be expanded to 250-300 words. Expansion of an idea or expansion of a proverb involves the following steps.

- 1. Comprehension:** Read the given proverb carefully. Search for the keyword. For instance, take the proverb, 'Rome was not built in a day.' Here the noun 'Rome' is the name of a place. We know that Rome was a great city. So, what does Rome stand for? It stands for greatness. To bring such beauty to that city, it took a lot of time. Look at another proverb 'All that glitters is not gold.' In the sentence, 'gold' is a noun. It is the name of a thing. We also know that gold is a precious metal. So, what does gold stand for? It stands for precious. The proverb means 'anything that shines or glitters cannot be gold.'

2. **Illustrations:** Now that we have understood what the proverb stands for or what the proverb means, we should look for a suitable example to illustrate it. We can also look for examples from today's world. We could, for example, for the proverb 'Rome was not built in a day', talk about the effort put in by Barack Obama to achieve greatness, and that it took many years to build it, that it did not happen overnight. Now that you have understood what the proverb stands for or what the proverb means, we should look for a suitable example to illustrate it.
3. **Sum Up:** Use summing up words or phrases to indicate that you have finished the expansion and intend to sum it up. You could use 'Thus' or 'In fine' or 'So' or 'The proverb advises that'. Let the reader know that you are signing off.
4. **Fair copy:** Write the finished version, paying careful attention to style, *grammar*, and punctuation.

A few Proverbs:

1. A Stitch in Time Saves Nine

Meaning: The proverb 'A stitch in time saves nine' means 'timely action in any matter saves him from a lot of troubles, loss, and waste.' In other words, it is better to act sooner rather than later. Taking action to deal with a potential problem as soon as possible prevents larger problems from cropping up later. For instance, a person should do his duties at the proper time. He may suffer if he is lazy and leaves his work for tomorrow.

Expansion: When a small hole appears in a piece of cloth, it can be easily repaired with a single stitch. But if it is ignored or if it is not sewed in time, the small hole may widen more and more, and many stitches will be required to mend the cloth. A neglect of this simple duty, at the start, will turn the cloth into useless scrap. Similarly, in every walk of life things must be set right in the very beginning in order to avoid much future trouble and expenditure. Sometimes, if the evil is not put down in the very beginning, it may become unmanageable and may not be remedied at all. Hence, we may say that the proverb "A Stitch in Time Saves Nine" has much truth and wisdom in it. Man has many duties to perform and his life on earth is short. In the brief span of his life, he has not a minute to waste. He must therefore take time by the forelock. Once it has passed, it can never be recalled. Whatever a man has to do, he must do it immediately.

In this manner, this proverb warns us against neglecting small faults or imperfections which may lead to big troubles. Time waits for no one, so we should never put off till tomorrow something which can be done today. Opportunity knocks on our door but once and if we fail to open the door in time we will lose out on success.

2. God helps those who help themselves

Meaning: The proverb means "don't just wait for good things to happen to you. Work hard to achieve your goals."

Expansion: God only helps us after we have made efforts of our own. In other words, people have faith in God's power. Some of us hope for miracles and call upon God to

let them happen. But we have to put ourselves in much hard work. Such people are richly rewarded. There are examples to prove this. Hellen Keller is a well-known person today. She is the lady who overcame her triple handicap – blindness, deafness, and dumbness – to be a beacon light to others. She worked hard at mastering the art of braille and took great pains to be normal. People did not even realize that she was deaf. Her efforts combined with God's grace made it possible for her to achieve all this. As students, we offer extra prayers to God to help us pass. Instead, we must do a lot of hard work and leave the result to God. Then it will ensure great success in life.

3. All that Glitters is not Gold (Or) Appearances are Deceptive

Gold is a precious metal. It shines and glitters. Some base metals may have greater shine. But they should not be taken for gold. Appearances are often deceptive. Rogues might look attractive but cannot outdo real gentlemen in their speech and behaviour. All people who wear saffron clothes cannot be true saints. A foolish can never be wise though he pretends to be wise. One should be cautious in understanding their true nature. We should not be deceived by the outward glitter. We should judge the attitude of a person by observing but not by seeing the outer appearance.

4. Health is Wealth

Health is real wealth. Good health is the most important part of our life. We can achieve and enjoy our life if we maintain good health. Unfortunately, it is the most neglected by many. Early to bed, early to rise, and early morning walk keeps a man healthy, wealthy, and wise. Cleanliness is essential for good health. Without cleanliness, it is very difficult to maintain proper health. Untimely eating habits, junk food, lack of physical exercise, undue tension etc. affect health. Once health is lost, it is difficult to regain. We should always remember the fact that if health is lost everything is lost.

5. Honesty is the Best Policy

This is a very popular proverb. It means people must always be true to oneself and also to others in their life. Nowadays people are not so honest as they used to be. People believe that honest living makes life difficult in the modern age. Their honesty causes problems and hurts others badly. But they almost forgot the truth that, despite troubles, they ought to be honest. If we are honest, others trust us and give us respect. If we are honest, we can live a better and happy life. So, honesty is a very great virtue. It always triumphs. An honest man sets an example in society.

6. A Friend in Need is a Friend Indeed

It is the oldest and well-known proverb. It states that friends who help in need are true friends. In our daily life, we come across many people and few become close to us. But we cannot be sure if they are true friends. It will be a great mistake if we consider them as true friends. The test of true friendship is in times of difficulties. If any friend helps us when we are in deep trouble, he may be called a true friend. On the other hand, if they disappear or find excuses, he is not a good friend. A true friend will have a concern about our welfare. He sacrifices everything for the sake of friendship. As the saying goes, 'prosperity makes friends and adversity try them'. Take for example the friendship of Antonio and Bassanio in the Shakespearean play *The Merchant of Venice*. Antonio helps Bassanio even at the cost of losing his life – a pound of flesh.

7. A Rolling Stone gathers No Mass

It is an old proverb. It means people who always move from one place to another will not gain anything. It is not good to keep on changing either residence or workplace. Such a habit causes a lot of insecurity and instability. If a man stays in one place for a long time, he gets familiarity. For example, a person who sticks to one profession succeeds in achieving name and efficiency. Such a person works with enthusiasm and determination. In course of time, he gains experience and becomes a master. His single-minded devotion gives him scope to achieve honour and distinction. Shifting professions makes everyone a Jack of all trades and master of none. Hence, it is better to stay in one place and reap the benefits.

8. Rome was not built in a Day

This is an ancient proverb. Romulus and Remus built the ancient city of Rome. It took many years to construct that magnificent city. Huge amounts of energy, resources and expenditure and time were involved in erecting the city that became the envy of the world. Similarly, any great task in life does not happen in an overnight. It requires time and effort. It grows out slowly after years and sometimes even after centuries of careful and painstakingly patient work. For example, a student who desires to top the class has to devote most of his time to studying hard. He has to put in time and effort. He has to plan his schedule properly from day one. Students who study in the nick of time end up getting bad scores. Nothing can be achieved in a single day. There is nothing called instant success. Therefore, one should be patient throughout his journey to reach his goal.

9. Slow and Steady Wins the Race

This proverb is taken from a well-known fable of the hare and the tortoise. While the hare, overconfident of success, took things too easy. But the slow-moving tortoise remained steadily on and managed to win the race. We should not be discouraged by the size of the task we have to do. If we, do it little by little and steadily, we can achieve success. Patience and perseverance are two noble virtues. A person cannot achieve success without these two virtues. The classical example for the proverb is the story of the hare and tortoise. The tortoise, a slow walker, challenges a hare, a swift runner. The hare, in pride, wastes its time. But the tortoise slowly and steadily walks to the goal and wins the race.

10. Sweet are the Uses of Adversity

This famous maxim is from Shakespeare's *As You Like It*. Every man faces difficulties in life. Difficulties bring the best in man. During difficulties, he realizes what he has missed or committed earlier. He learns the value of life. For example, a student who gives up simple pleasures to focus on his studies comes out in flying colours. The little joys he has sacrificed fetch him abundant happiness.

Adversity trains us to appreciate the lessons of life. It brings out the innate qualities of one's personality, of which one is ignorant. If one looks at the brighter side it actually serves to strengthen character and willpower. It brings to the fore the dormant wisdom of man.

11. Time and Tide Wait for No Man

Time and tide wait for none is a famous proverb. It illustrates the value and importance of time. It realizes us that nothing is more precious than time. Time and tide never wait for anyone. We cannot stop the tide to occur in the sea. It occurs whenever it has to come. In the same way, we cannot stop or store the time for further use. It runs continuously without any stoppage. It runs on its own axis without waiting for the orders of anyone.

Everyone, who has taken birth, has to die a day. Everything will decay as time passes. Idle people always waste their time and postpone things to do in future. People, who do not perform their duties on time, destroy their own lives as well as the development of the nation. He, who keeps pace with time, can achieve his goal. Otherwise, he lags behind others. One has to utilize time to progress in life. Those who neglect time will be neglected by time.

Few Proverbs with their meanings:

S. No.	Proverb	Meaning
1.	The pen is mightier than the sword	Trying to convince people with ideas and words is more effective than trying to force people to do what you want.
2.	When in Rome, do as the Romans	Act the way that the people around you are acting. This phrase might come in handy when you are travelling, abroad notice that people do things differently than you are used to.
3.	Fortune favours the brave	People who bravely go after what they want are more successful than people who try to live safely.
4.	People who live in glass houses shouldn't throw stones	Don't criticize other people if you are not perfect yourself.
5.	Hope for the best, but prepare for the worst	Bad things might happen, so be prepared
6.	Better late than never	It is best to do something on time. But if you can't do it on time, do it late.
7.	Birds of a feather flock together	People like to spend time with others who are similar to them
8.	Keep your friends close and your enemies closer	If you have an enemy, pretend to be friends with them instead of openly fighting with them. That way you can watch them carefully and figure out what they are planning.
9.	A picture is worth a thousand words	Pictures convey emotions and messages better than written or spoken explanations.
10.	Actions speak louder than words	Just saying that you'll do something doesn't mean much. Actually, doing it is harder and more meaningful.

11.	The early bird catches the worm	You should wake up and start work early if you want to succeed.
12.	Practice makes perfect	You have to practice a skill a lot to become good at it.
13.	Too many cooks spoil the broth	When there are too many people trying to lead and give their opinions, it is confusing and leads to bad results.
14.	Don't bite the hand that feeds you	If someone is paying you or helping you out, you have to be careful not to make them angry or say bad things about them.
15.	Necessity is the mother of invention	When you are really in need, you think of creative solutions to your problems.
16.	A penny saved is a penny earned	Save your money. Saving money is just like making money.
17.	You can't judge a book by its cover	Things sometimes look different than they really are. A restaurant that looks old and small might have amazing food, for example.
18.	Good things come to those who wait	Be patient. Eventually, something good will happen to you.
19.	If you want something done right, you have to do it yourself	Don't trust other people to do important things for you. You have to do things yourself to control the quality of the results.
20.	You can lead a horse to water, but you can't make him drink	If you try to help someone, but they don't take your advice or offers, give up. You can't force someone to accept your help.

Activities for the Students (Expand them by using the example given below):

1. A journey of a thousand miles begins with a single step

Meaning: Even the longest and the most difficult ventures begin by taking the first step.

Example: These days, maintaining a proper physique is almost impossible, but to keep physically strong one must start their journey. Then it will automatically be fulfilled.

2. Time is money

Meaning: Don't waste your time, and don't waste others time as well.

Example: Time management plays a crucial role in one's success. It teaches the value of life. People remember the value of time only when they lose something. If one wants to know the value of one year, ask a student who failed, to know the value of one minute, ask the person who missed the train, to know the value of one million-second, ask the person who lost a gold medal in Olympic.

Unit – IV: Skills
Notices, Agendas, and Minutes

Notice:

A notice is written or printed news usually displayed publicly. It can also be defined as a format designed to convey the same information to a large number of people or a group of employees working in a company. It is a part of business communication.

A notice is used to inform, advertise, instruct, and warn. It is displayed in public places so that it can be visible to the public or to the employees of that company. Sometimes, it is circulated to all the members and others who are supposed to attend the meeting.

Qualities of a Good Notice:

- ♣ It should be reader-friendly, understandable, appropriate, and polite.
- ♣ The information should be written/typed on paper that is large enough for the message but not too large for the notice board.
- ♣ The information has to be typed in a manner that it could be visible to read easily even standing at a convenient distance.
- ♣ All the points that are to be discussed in the meeting should be separated using numbers for a better understanding of the readers.
- ♣ It ought to be written in an appropriate layout.

An effective notice should satisfy these conditions:

- a) It should have the Name of the Organization.
- b) It must mention the Venue of the meeting and directions to reach, if the venue is new to many.
- c) It ought to mention the Date and the Time of the meeting.
- d) It should state the Type of meeting (E.g.: General Body, Review, Annual, etc.)
- e) It might mention the Purpose of the meeting, and if possible, the Agenda.
- f) It should be under proper authority along with the Signature of the person who is organizing that meeting.
- g) It must carry the date of circulation
- h) It should be circulated to the participants well in advance, preferably 24 hours.
- i) It should reach all the persons present at the meeting.

Sample Notice – 1:**K.H. Government Degree College, Dharmavaram****Notice of the Annual Meeting**

Dated: 19-02-2021

To

All the Staff Members

This is to inform all the Staff Members that the Annual General Meeting is going to be conducted on 21st February, 2021 at 3:00 pm in Principal's Chamber. The purpose of the meeting is to look into the Admissions and the Teaching-Learning Process for the new academic year 2021-22. The Agenda of the meeting will be circulated or posted to you either by this evening or by tomorrow, i.e., 20th February, 2021.



Principal/Chairman

Sample Notice – 2:**Jeevan Digital Solutions****Notice of the Meeting**

Dated: 31-03-2021

To

All the Employees

Notice is hereby given to all the employees that the 3rd General Body Meeting will be held on 03-04-2021 at 5:00 pm in Chairman's chamber. The purpose of organizing this meeting is to discuss the strategies that would further promote our sales during this financial year, i.e., 2021-22. The Agenda, if there is any, will be sent to you within a day.



Chairman

Agenda:

An Agenda is the list of items to be discussed in a formal meeting. It usually includes one or more specific items of business to be acted upon during the meeting. It is sometimes called 'a docket,' 'schedule,' and 'a meeting calendar.' It is usually sent along with the notice of the meeting.

The objectives of an Agenda include a) to familiarize participants with the topics to be discussed and issues to be raised, b) to indicate what prior knowledge would be expected from the participants, and c) to indicate what outcome the participants may expect from the meeting.

The items of the Agenda are arranged in increasing order of importance and each item bears a number. If the subject matter of the meeting is secret, the agenda may not be circulated. However, almost every Agenda has confirmation of the minutes of the previous meeting as the first item and any other matter with the permission of the Chairman as the last item. If there is any matter left over, from the preceding meeting for enquiry and report it usually appears as the second item of the Agenda.

Importance of an Agenda:


1. As it is circulated in advance, the members of the committee or meeting can take preparation to discuss the topics accurately.
2. It helps to take prompt decisions.
3. Since it has a set of order, it helps the chairperson to conduct the meeting smoothly.
4. It can ensure covering all the topics that will be discussed in a meeting.
5. It helps the Chairman to control the unnecessary talking in the meeting.
6. It helps to write the minutes and resolution of the meeting.
7. As it is served earlier, the members of the meeting can make up their mind what to speak on a particular issue.
8. The members of the meeting can exchange their thought and ideas informally before holding the meeting.
9. It provides a focus for the meeting.

Features of an Agenda:


1. Generally, the agenda is sent along with the notice of the meeting.
2. It is written in a brief but explicit manner.
3. The topics/issues are determined by the Secretary in consultation with the higher authority or the Convener of the meeting.
4. It is arranged according to the importance of the end.
5. It is written at the end but before or after the signature of the Convener of the meeting.
6. Controversial topics should be written at the end.

7. It should provide the objective(s) of the meeting, issues to be discussed and resolved, venue, date, and time of the meeting.

Specimen of Agenda – 1:

<p style="text-align: center;">K.H. Government Degree College, Dharmavaram</p> <p style="text-align: center;"><u>Tentative Agenda</u></p> <p style="text-align: right;">Dated: 19-06-2021</p> <p>To: All the Staff Members</p> <p>The following is the tentative Agenda for the Annual General Meeting scheduled on 21st February, 2021, i.e., tomorrow, at 3:00 pm in Principal's Chamber.</p> <ol style="list-style-type: none">1. Action Plan of Admissions Campaign for the Academic Year 2021-222. Constitution of Admissions Committee for 2021-223. Identifying different modes to Campaign4. Strategies to improve Students Admissions Strength5. Delivery of Instruction during the academic year6. Any other issue taking approval from the Chairman of the meeting. <p>All are requested to attend the meeting without fail.</p> <p style="text-align: right;"> Principal/Chairman</p> <p>Note: If any staff member has difficulty to attend, please contact the IQAC Coordinator on 9441388434.</p>

Specimen of Agenda – 2:

<p style="text-align: center;">Jeevan Digital Solutions</p> <p style="text-align: center;"><u>Agenda</u></p> <p style="text-align: right;">Dated: 31-03-2021</p> <p>To: All the Employees</p> <p>In continuation of the Notice circulated regarding General Body Meeting on 3rd April, 2021, I would like to inform you that there will be a discussion on the following:</p> <ol style="list-style-type: none">1. Action Plan of the coming financial year2. Advertising new digital gadgets3. Ways to promote sales of the company4. Any other issue raised by the Members/Employees <p style="text-align: right;"> Chairman</p>

Minutes:

Minutes, also known as protocols or official notes, are the instant written record of a meeting. They have an official status and are useful in law. They typically describe the events of the meeting including a list of attendees, issues considered by the participants, and responses, recommendations, and decisions on the issues. They are final once they are approved by all the members in the meeting.

Minutes may be created during the meeting by a typist or court reporter, who may use shorthand notation and then prepare the minutes and issue them to the participants afterwards. Alternatively, the meeting can be audio recorded, video recorded, or groups appointed or informally assigned secretary may take notes, with minutes prepared later. Many government agencies use minutes recording software to record and prepare all minutes in real-time.

Reasons for Recording the Meetings: The main reasons for keeping minutes are:

1. To provide a permanent record for future reference.
2. To provide formal evidence of expenditure and actions authorized.
3. To provide a record of policy decisions made.
4. To provide a starting point for action to be taken in the future.
5. To inform members not present.
6. To assist the funding of future meetings.

Minutes should be written up as soon as possible after the meeting. This helps prevent ‘memory loss.’ The minutes should be posted or delivered to committee members promptly after the meeting, in order to:

1. Help and encourage people to complete jobs they agreed to do.
2. Keep members who were not there up-to-date.
3. Save time reading them out at the next meeting.
4. Help with setting the agenda for the next meeting.

Sample Minutes of the Meeting – 1:

K.H. Government Degree College, Dharmavaram	
<u>Minutes of the Meeting</u>	
Date and Time	: 21 st February, 2021, at 3:00 pm
Place	: Principal’s Chamber
Members Present	: Dr. B.R. Prasad Reddy, Principal Dr. P. Chand Basha, Vice Principal Dr. Talanki Jeevan Kumar, IQAC Coordinator Smt. G. Sailaja, Lecturer in English

	<p>Sri T. S. Narayana, Lecturer in Telugu Sri T. Anjineyulu, Lecturer in History Sri T. Amarnath, Lecturer in Economics Sri T. Rakesh Naidu, Lecturer in Political Science Sri A. Akash Nanda, Lecturer in Commerce</p>
Members Absent	: Sri A. Visveswar Reddy, Lecturer in Commerce
Resolution Taken	:
3:10 pm	<p>: Action Plan of Admissions Campaign 2021-22</p> <p>All the faculty members have expressed their consent to work according to the action plan designed by the College.</p>
3:21 pm	<p>: Constitution of Admissions' Committee</p> <p>Four Teams are formed consisting of two members in each. It is resolved that the teams would go round the town every day and promote the name of the College.</p>
3:41 pm	<p>: Identifying different modes to Campaign</p> <p>The members have unanimously resolved to give a press note, to advertise on Radio and Television, to make videos on the academic and infrastructure resources available in the College and post them on YouTube so that the aspirants watch them and join the college.</p>
4:01 pm	<p>: Strategies to improve Students Admissions Strength</p> <p>It is resolved to visit the Sachivalayams in the town and collect the data of Intermediate students and personally call each of the students and speak about the college. Further, it is also resolved to create a WhatsApp to post the videos made on the college.</p>
4:21 pm	<p>: Delivery of Instruction</p> <p>Keeping the technological advances in teaching, it is resolved to make effective use of virtual and digital classrooms, laboratories, and other digital tools for a better teaching-learning process.</p>
4:41 pm	<p>: Any other issue</p> <p>The Members have unanimously agreed to evaluate the students creating Weekly Online Tests, Quizzes, etc., so that they can assess their learning and change the teaching methodologies, if necessary.</p>
4:51 pm	<p>: The meeting ended with a Vote of thanks to the Chairman and other Members who attended the meeting and for making the recommendations on the issues discussed.</p>

Signatures of All the Members

Sample Minutes of the Meeting – 2:**Jeevan Digital Solutions****Minutes of the 3rd General Body Meeting**Meeting No.: **03**Date and Time: **3rd April, 2021, 5:00 pm**

Minutes of the 3rd General Body Meeting held at 5:00 pm on Saturday 3rd April, 2021 in the Chairman's Chamber. During the meeting the following Members were present. They discussed the items of the Agenda and made certain resolutions to resolve them.

Members Present: 1. Talanki Jeevan Kumar, Chairman
 2. Penjuri Satyanarayana
 3. Pesala Balaji Naidu
 4. Roddam Raja Reddy
 5. All other Employees of the Company

Members Absent: None

Time	Item discussed and resolved
5:00 pm	Chairman welcomed each and every Member of the Company
5:10 pm	Action Plan of the coming Financial Year All the faculty members have expressed their consent to work according to the action plan designed by the Chairman.
5:21 pm	Advertising New Digital Gadgets The Advertising Team of the company have presented different plans to launch the newly designed gadgets in multiple ways. The Chairman and other employees have unanimously agreed and given consent to them.
5:46 pm	Ways to promote sales of the company It is resolved to utilize both the media (print and electronic) extensively in sending the features of the new gadgets so that they can decide to buy them. The Sales Team said that they would design an advertisement that would certainly promote the sales of the company.
6:01 pm	Other issues Few employees suggested opening stalls at important places so that the public know about their products. The Chairman has expressed his consent after receiving the responses from all the employees.
6:21 pm	The meeting ended with a Vote of thanks to the Chairman and to all the employees for attending and being a part of promoting the company.

Signature of the Chairman:

Signature of all other employees:

Unit – V: Prose
R.K. Narayan's "**An Astrologer's Day**"

Text:

Punctually at midday he opened his bag and spread out his professional equipment, which consisted of a dozen cowrie shells, a square piece of cloth with obscure mystic charts on it, a notebook, and a bundle of palmyra writing. His forehead was resplendent with sacred ash and vermilion, and his eyes sparkled with a sharp abnormal gleam which was really an outcome of a continual searching look for customers, but which his simple clients took to be a prophetic light and felt comforted. The power of his eyes was considerably enhanced by their position – placed as they were between the painted forehead and the dark whiskers which streamed down his cheeks: even a half-wit's eyes would sparkle in such a setting. To crown the effect, he wound a saffron-coloured turban around his head. This colour scheme never failed. People were attracted to him as bees are attracted to cosmos or dahlia stalks. He sat under the boughs of a spreading tamarind tree which flanked a path running through the Town Hall Park. It was a remarkable place in many ways: a surging crowd was always moving up and down this narrow road morning till night* A variety of trades and occupations was represented all along its way: medicine sellers, sellers of stolen hardware and junk, magicians, and, above all, an auctioneer of cheap doth, who created enough din all day to attract the whole town. Next to him in vociferousness came a vendor of fried groundnut, who gave his ware a fancy name each day, calling it "Bombay Ice-Cream" one day, and on the next "Delhi Almond," and on the third "Raja's Delicacy," and so on and so forth, and people flocked to him. A considerable portion of this crowd dallied before the astrologer too. The astrologer transacted his business by the light of a flare which crackled and smoked up above the groundnut heap nearby. Half the enchantment of the place was due to the fact that it did not have the benefit of municipal lighting. The place was lit up by shop lights. One or two had hissing gaslights, some had naked flares stuck on poles, some were lit up by old cycle lamps, and one or two, like the astrologer's, managed without lights of their own. It was a bewildering criss-cross of light rays and moving shadows. This suited the astrologer very well, for the simple reason that he had not in the least intended to be an astrologer when he began life; and he knew no more of what was going to happen to others than he knew what was going to happen to himself next minute. He was as much a stranger to the stars as were his innocent customers. Yet he said things which pleased and astonished everyone: that was more a matter of study, practice, and shrewd guesswork. All the same, it was as much an honest man's labour as any other, and he deserved the wages he carried home at the end of a day.

He had left his village without any previous thought or plan. If he had continued there, he would have carried on the work of his forefathers namely, tilling the land, living, marrying, and ripening in his cornfield and ancestral home. But that was not to be. He had

to leave home without telling anyone, and he could not rest till he left it behind a couple of hundred miles. To a villager it is a great deal, as if an ocean flowed between.

He had a working analysis of mankind's troubles: marriage, money, and the tangles of human ties. Long practice had sharpened his perception. Within five minutes he understood what was wrong. He charged three pies per question, never opened his mouth till the other had spoken for at least ten minutes, which provided him enough stuff for a dozen answers and advices. When he told the person before him, gazing at his palm, "In many ways you are not getting the fullest results for your efforts," nine out of ten were disposed to agree with him. Or he questioned: "Is there any woman in your family, maybe even a distant relative, who is not well disposed towards you?" Or he gave an analysis of character: "Most of your troubles are due to your nature. How can you be otherwise with Saturn where he is? You have an impetuous nature and a rough exterior." This endeared him to their hearts immediately, for; even the mildest of us loves to think that he has a forbidding exterior.

The nuts vendor blew out his flare and rose to go home. This was a signal for the astrologer to bundle up too, since it left him in darkness except for a little shaft of green light which strayed in from somewhere and touched the ground before him. He picked up his cowrie shells and paraphernalia and was putting them back into his bag when the green shaft of light was blotted out; he looked up and saw a man standing before him. He sensed a possible client and said:

"You look so careworn. It will do you good to sit down for a while and chat with me." The other grumbled some reply vaguely. The astrologer pressed his invitation; whereupon the other thrust his palm under his nose, saying: "You call yourself an astrologer?" The astrologer felt challenged and said, tilting the other's palm towards the green shaft of light: "Yours is a nature . . ." "Oh, stop that," the other said. "Tell me something worthwhile. . ."

Our friend felt piqued. "I charge only three pies per question, and what you get ought to be good enough for your money. . . ." At this the other withdrew his arm, took out an anna, and flung it out to him, saying:

"I have some questions to ask. If I prove you are bluffing, you must return that anna to me with interest."

"If you find my answers satisfactory, will you give me five rupees?"

"No."

"Or will you give me eight annas?"

"All right, provided you give me twice as much if you are wrong," said the stranger. This pact was accepted after a little further argument. The astrologer sent up a prayer to heaven as the other lit a cheroot.

The astrologer caught a glimpse of his face by the matchlight. There was a pause as cars hooted on the road, jutka drivers swore at their horses, and the babble of the crowd agitated the semi-darkness of the park. The other sat down, sucking his cheroot, puffing out, sat there ruthlessly. The astrologer felt very uncomfortable. “Here, take your anna back. I am not used to such challenges. It is late for me today. . .” He made preparations to bundle up. The other held his wrist and said: “You can’t get out of it now. You dragged me in while I was passing.” The astrologer shivered in his grip; and his voice shook and became faint. “Leave me today. I will speak to you tomorrow.” The other thrust his palm in his face and said: “Challenge is challenge. Go on.” The astrologer proceeded with his throat drying up: “There is a woman . . .”

“Stop,” said the other. “I don’t want all that. Shall I succeed in my present search or not? Answer this and go. Otherwise, I will not let you go till you disgorge all your coins.” The astrologer muttered a few incantations and replied: “All right. I will speak. But will you give me a rupee if what I say is convincing? Otherwise, I will not open my mouth, and you may do what you like.” After a good deal of haggling the other agreed. The astrologer said: “You were left for dead. Am I right?”

“Ah, tell me more.”

“A knife has passed through you once?” said the astrologer.

“Good fellow! “He bared his chest to show the scar. “What else?”

“And then you were pushed into a well nearby in the field. You were left for dead.”

“I should have been dead if some passer-by had not chanced to peep into the well,” exclaimed the other, overwhelmed by enthusiasm. “When shall I get at him?” he asked, clenching his fist.

“In the next world,” answered the astrologer.” He died four months ago in a far-off town. You will never see any more of him.” The other groaned on hearing it. The astrologer proceeded:

“Guru Nayak”

“You know my name!” the other said, taken aback.

“As I know all other things. Guru Nayak, listen carefully to what I have to say. Your village is two day’s journey due north of this town. Take the next train and be gone. I see once again great danger to your life if you go from home.” He took out a pinch of sacred ash and held it to him. “Rub it on your forehead and go home. Never travel southward again, and you will live to be a hundred.”

“Why should I leave home again?” the other said reflectively. “ I was only going away now and then to look for him and to choke out his life if I met him.” He shook his head regretfully. “He has escaped my hands. I hope at least he died as he deserved.” “Yes,” said the astrologer.” He was crushed under a lorry.” The other looked gratified to hear it.

The place was deserted by the time the astrologer picked up his articles and put them into his bag. The green shaft was also gone, leaving the place in darkness and silence. The stranger had gone off into the night, after giving the astrologer a handful of coins.

It was nearly midnight when the astrologer reached home. His wife was waiting for him at the door and demanded an explanation. He flung the coins at her and said: “Count them. One man gave all that.”

“Twelve and a half annas,” she said, counting. She was overjoyed. “I can buy some jaggery and coconut tomorrow. The child has been asking for sweets for so many days now. I will prepare some nice stuff for her.” “The swine has cheated me! He promised me a rupee,” said the astrologer. She looked up at him.

“You look worried. What is wrong?” “Nothing.”

After dinner, sitting on the *pyol*, he told her: “Do you know a great load is gone from me today? I thought I had the blood of a man on my hands all these years. That was the reason why I ran away from home, settled here, and married you. He is alive.”

She gasped. “You tried to kill!”

“Yes, in our village, when I was a silly youngster. We drank, gambled, and quarrelled badly one day why think of it now? Time to sleep,” he said, yawning, and stretched himself on the *pyol*.

About the Author: Rasipuram Krishnaswami Iyer Narayanaswami (10th October 1906 – 13th May 2001), popularly known as R.K. Narayan, was considered as one of the significant writers among the Bio-trio. His works typically portray the peculiarities of human relationships and the ironies of Indians and society. He, like William Faulkner, built a fictional town ‘Malgudi’ and explored the vitality of day-to-day lives. His style is graceful, marked by genial humour, elegance, and simplicity. He is primarily remembered for his representative novels such as *Swami and Friends*, *The Guide*, and the collections of short stories like *Malgudi Days* and others. His short stories were compared with those of Guy de Maupassant, the master of the story form, because of his ability to compress a narrative. He won notable awards like *Padma Vibhushan* and *Sahitya Akademi*. Today, his stories are regularly assigned to students in schools around the world. He wants “a story to be entertaining, enjoyable, and illuminating in some way.”

About the Story: R.K. Narayan’s “An Astrologer’s Day” is the title story in his anthology *An Astrologer’s Day and Other Stories*. It exposes the fake astrologer besides highlighting the gullible and superstitious people who approach him. It deals with the darker side of human nature with its hypocrisies, shrewdness, revengeful nature, and selfishness. The characters in the story are no exception to these qualities of human nature. The astrologer suffers from a grave problem from his past life. But comes out with flying colours in his examination of befooling his opponent, saving his life.

Summary: R.K. Narayan's *An Astrologer's Day* is a suspense-thriller. It deals with a single day in the life of an ordinary astrologer who shrewdly tries to dupe people and escape from his guilt. The setting is in Malgudi, an imaginary town, located in Southern India.

The story opens at midday. It is the time when the astrologer opens his business. He is perfectly dressed and presents himself exactly like an astrologer to attract customers. He opens his bag and spreads out his professional equipment like a dozen of cowrie shells, a square piece of cloth with obscure mystic charts on it, a notebook, and a bundle of palmyra writing. He carries on his business under a tamarind tree on the Town Hall road, a place crowded with different trades and traders.

The astrologer is a shrewd person who doesn't have any knowledge of astrology. Yet he makes guesswork as he possesses the ability to analyse the human mind and psychology. His strong perceptions make him diagnose the exact problem of his customers. He successfully convinces the customers and finally leaves satisfied.

One day the astrologer closes his business early as a fried groundnut vendor blows out his light. He sees a stranger standing before him while packing his belongings. He perceives him to be his prospective customer. He invites him nearer. But the stranger poses a challenge before the astrologer and his astrological science. The challenge is that the stranger will ask some questions and the astrologer has to give answers satisfactorily. If the astrologer answers, the stranger will give eight annas. In case, if the astrologer fails, the astrologer has to give twice, i.e., sixteen annas. The astrologer accepts the pact. He starts praying to heaven but suddenly someone lit a cheroot. He sees a glimpse of the stranger's face by the matchlight. He recognizes him as his old friend. He feels uncomfortable and denies the deal. He says that he will speak to him tomorrow. But the stranger says that "challenge is a challenge" and will not allow him to go. He holds him in his grip thereby making the astrologer shiver. Finally, the astrologer realises that he is trapped and do not have any chance to escape. At last, he accepts the challenge shiveringly and unwillingly.

The astrologer begins to say something about a woman but the stranger stops him when he is not satisfied. The stranger poses a single question and promises that he will pay a rupee if that question is answered. The astrologer mutters a few incantations and replies that he will answer provided a rupee should be given to him. He prophecies and says that the stranger was left for dead, a knife passed on his chest, wounded, and pushed into a well to die but rescued by a passer-by from dying. He continues to say that the stranger searched for the culprit to take revenge. He even says that a single question that the stranger wants to ask is "when shall I get at him?" At last, the astrologer replies that the culprit died four months ago in a far-off town. Hearing this, the stranger is disappointed. The astrologer then reveals the name of the stranger as Guru Nayak. He warns him to return to his village immediately as his life is in danger so that he can get rid of his terrible burden. The stranger leaves for his village giving a handful of coins.

At home, the Astrologer wife is extremely happy receiving twelve and a half annas. But he is not happy as the stranger hasn't given him a rupee as promised. After dinner, he shares the secret of his life with his wife. He informs his wife that Guru Nayak and he hail from the same town. He confesses that both were good friends. But one day he drank, gambled, quarrelled, attacked Guru Nayak with a knife, and threw him into a well. Then he escaped from his village due to the fear of being accused as a murderer. The story ends with the astrologer yawning and stretching himself on the pyol. Thus, the story, with its unpredictable twists and turns, deals with the life of a vagabond-turned-astrologer.

Paragraph Questions:

- 1. Sketch the character of the Astrologer in the story. (or) Describe how the astrologer's appearance attracts the customers. (or) Write a note on the author's description of the astrologer in the story.**

Ans: The short story "An Astrologer's Day" describes a single day in the life of the astrologer. He is a shrewd person who doesn't have any knowledge of astrology. Yet he makes a guesswork as he possesses the ability to analyse the human mind and psychology. His strong perceptions make him diagnose the exact problem of his customers. He successfully convinces the customers who finally leave satisfied.

He has escaped from his village after a rift with Guru Nayak. They were good friends and often involved in doing bad things. One day, he drank, gambled, quarrelled, attacked Guru Nayak with a knife, and threw him into a well. Fearing that he killed him, ran away from the village.

He looks like a perfect astrologer. He wears a saffron-coloured dress and a turban of the same colour on his head. He applies sacred ash and vermilion on the forehead. Through his eyes, he creates an impression among the customers that he has a prophetic light. Thus, he presents himself so perfectly and typically like a professional astrologer.

- 2. Explain how the astrologer smartly tackles customers and satisfies their needs? (or) Analyse how the astrologer resolves the issues of customers in the story. (or) How do you characterise the astrologer's attitude towards the stranger?**

Ans: R.K. Narayan's "An Astrologer's Day" deals with a single day in the life of an astrologer. He doesn't know any astrology but manages his job through guesswork. He always says the things that please the customers.

First, he allows the customers to speak for at least ten minutes. It gives him ample time to think and enough stuff to answer the questions raised by the customers. He looks at the palms of the customers and says, "you are getting the fullest result of your

efforts,” or “there is a woman in your family, who is not well-disposed towards you’ or ‘it is not your fault, but that of your starts.” When he says this, nine out of the ten clients agree as those problems are common in everybody’s life.

One day, he cleverly handles the pact made by a stranger. He knows that the stranger is from his own village. But he doesn’t reveal this. He prophecies and says that the stranger was left for dead, a knife passed on his chest, wounded, and pushed into a well to die but rescued by a passer-by from dying. He even says that a single question that the stranger wants to ask is “when shall I get at him?”. The astrologer replies that the culprit died four months ago in a far-off town. In fact, the person who confronted with the stranger is an astrologer himself. Thus, he suddenly confronts his past unexpectedly but smartly tackles the situation.

3. How did the astrologer convince Guru Nayak and made him go back to his village? (or)

Ans: The short story “An Astrologer’s Day” by R. K. Narayan deals with a single day in the life of an ordinary astrologer. His day begins like any other day but the day ends with unexpected events. When he is about to wind up his business, he meets a stranger by the name, Guru Nayak who is a part of the past life of the astrologer.

They were good friends once upon a time and had a quarrel one day. The astrologer tried to kill Guru Nayak by attacking him with a knife and when Guru Nayak fainted, he threw him into a nearby well. Fortunately, a passer-by saved Guru Nayak. The astrologer left his native village forever and became an astrologer.

The astrologer without revealing this to Guru Nayak convinces him. He says that the culprit whom Guru Nayak is searching died four months ago in a far-off town. He even warns him to return to his village immediately as his life is in danger. Guru Nayak immediately leaves for his village giving a handful of coins.

4. What details does the astrologer give to the stranger about his past?

Ans: The short story “An Astrologer’s Day” by R. K. Narayan deals with a single day in the life of an ordinary astrologer. His day begins like any other day but the day ends with unexpected events. When he is about to wind up his business, he meets a stranger by the name, Guru Nayak who is a part of the past life of the astrologer.

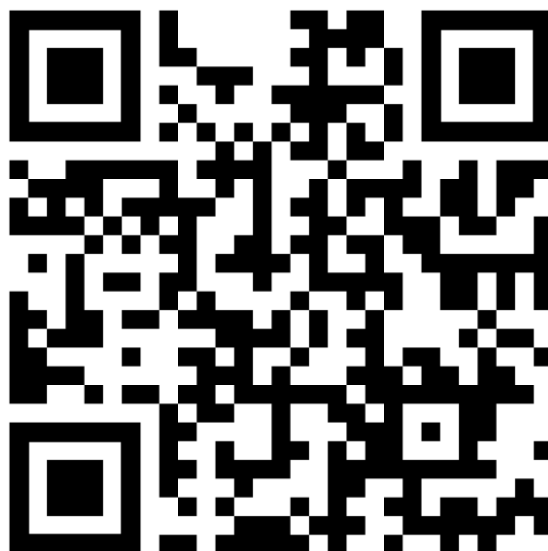
The astrologer gives the stranger various shocking past details of his life. He does this as he is able to see the stranger’s face in the matchlight. But the stranger could not recognize the astrologer’s face due to darkness and the makeup on the face of the astrologer. Taking this advantage, the astrologer narrates various incidents that happened in the stranger’s life. He says that the stranger’s name is Guru Nayak. A person attacked him with a knife on his chest and pushed him into a nearby well. A passer-by rescued and saved his life. The astrologer then tells him that he is in search of the culprit. But the culprit died four months ago. Thus, the astrologer excites the stranger narrating the incidents that happened in the past.

5. “An Astrologer’s Day” is a suspense thriller. Elucidate?

Ans: R.K. Narayan’s “An Astrologer’s Day” is a fine blend of suspense and surprise. The story begins with the description of the astrologer and his business. When the stranger appears during the evening time in front of the astrologer, the astrologer thinks of him as his prospective customer. But the stranger poses a challenge before the astrologer and his astrological science. The challenge is that the stranger will ask some questions and the astrologer has to give answers satisfactorily. After arguing for a long time, both come to a pact. The astrologer accurately mentions the incidents that happened in the stranger’s life.

The astrologer prophesies and says that the stranger was left for dead, a knife passed on his chest, wounded, and pushed into a well to die but rescued by a passer-by from dying. He even says that a single question that the stranger wants to ask is “when shall I get at him?”. The astrologer replies that the culprit died four months ago in a far-off town. In fact, the person who confronted with the stranger is an astrologer himself. Thus, one may say that the story is a suspense thriller.

Scan the QR Code to Watch a video on **An Astrologer’s Day**

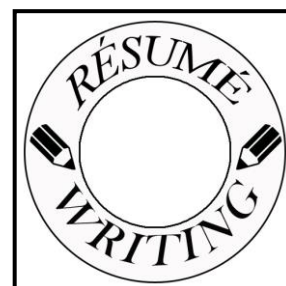


Unit – V: Skills
Curriculum Vitae and Résumé

(Résumé is pronounced /re-zju-mei/)

The right Résumé can open many doors

- What do you keep ready before you apply for any job?
- Have you seen/prepared any Résumé in the past?
- Did you ever try to know what a Résumé / CV / Bio-data is? If yes, what is the difference?
- What are the details that are to be included in a Résumé?



A Résumé (or) Curriculum Vitae (CV) is the most important tool when applying for a job. It is a document containing objectives, educational qualifications, and personal data. It is useful for the employer to more about you and decide whether you are the right candidate to be interviewed. It doesn't matter how qualified you are, or how much experience you have – if your Résumé is poorly presented or badly written, you're going to have trouble in getting the job you want - or even in an interview. Therefore, a well-written, well-produced, appropriate Résumé (or) CV is vital for getting you to the interview stage for a job.

Résumé is mostly used in America while the term “curriculum vitae” is generally used in Great Britain. Résumé is a French word meaning *summary*. It is ideally a summary of one education, skills, and employment when applying for a new job. It is usually 1 or at the maximum 2 pages long. Curriculum Vitae is a Latin word meaning *course of life*. It is more detailed than a resume. It is generally 2 to 3 pages, or even longer as per the requirement. It indicates the candidate's professional experience. The term 'CV' is gradually going out of use.

Tips for Preparing Résumé

- Adapt your Résumé / CV so that it is appropriate for the job you are applying for (tailor-made to suit the job advertised)
- Keep your Résumé / CV short – not more than two pages if possible
- Present yourself positively and accurately
- Make your Résumé / CV attractive and easy to read
- Avoid difficult terms, confusing phrases, and complicated sentences
- Draft a covering letter along with Résumé
- It should be typed and printed
- Align and Format properly
- Do not use different font types

Order of a Résumé:

- Contact Details
- Opening Statement
- Educational Qualifications
- Experience / Employment history
- Skills
- Interests
- References

Sample Curriculum Vitae (British Style)

Name	:	Yogesh
Address	:	29, Omkar Street, Nalgonda
Telephone	:	08588 – 278767 Mobile: +91 – 9000001010
E-mail	:	yogesh@live.com
Objective	:	To work in such a place where there is a scope to improve the Skills for my bright future
Profile	:	An outgoing and articulating graduate with experience in teaching
Educational Qualifications		
2012-2014	-	MA in English
2009-2012	-	BA in Special English
2007-2009	-	MPC (Intermediate)
Work Experience		
2014-2016	-	Worked as Lecturer in English in Sri Venkateswara Degree College, Ananthapuramu
Skills		
➤		Fluent in English
➤		Fluent in Hindi
➤		Fluent in Telugu
Interests		
Reading Novels, Playing Cricket, and Regular Volunteer at a local homeless centre.		
References		
1. Dr. M. Sudha, Principal, Sri Krishnadevaraya University, Ananthapuramu.		2. Dr. Talanki Jeevan Kumar, Associate Professor of English, Sri Krishnadevaraya University, Ananthapuramu.

Sample Résumé (American Style)

G. Pavani <u>pavani@gmail.com</u>				
Present Address		Permanent Address		
# 12-156, 2 nd Main Road, Ram Nagar, Near Lakshmi Theatre, Ananthapuramu. (A.P.) Cell: +91-9966660021		# 1-148, Raja Street, Near Congregational Church, Kadapa. Cell: +91-8000158234		
CAREER OBJECTIVE				
Intend to build a career in a leading corporate hi-tech environment with committed and dedicated people to realize my potential. Willing to work as a key player in a challenging environment.				
ACADEMIC PROFILE				
Course	Year	Institution	University	Percentage
B.Sc.	2008	Akhilesh College of Nursing, Ananthapuramu	Sri Krishnadevaraya University, Ananthapuramu	86%
Intermediate (MPC)	2004	KSR Junior College for Girls, Ananthapuramu	Board of Intermediate Education, Hyderabad	90%
SSC	2002	ZPH School, Ankampalli.	Board of Secondary Education, Hyderabad	87%
ACHIEVEMENTS				
❖ The brilliant academic record having secured distinction both in SSC and Intermediate Exams. ❖ Meaningful participation in Science Talent Search Examination and also in Extra-curricular Activities both at the School and College Level				
PERSONAL SKILLS				
➤ Likeability, Positive attitude, Self-confidence. ➤ Ability to speak English, Hindi, Telugu, Kannada ➤ Ability to work anywhere ➤ Dedication, willingness to walk an extra mile to achieve excellence				
References				
1. Dr. M. Sudha, Principal, Sri Krishnadevaraya University, Ananthapuramu. Mobile: 8341 8341 48		2. Dr. Talanki Jeevan Kumar, Associate Professor of English, Government Degree College, Dharmavaram. Mobile: 94413 88434		

Note: The better way to prepare Résumé to take the assistance of Google Docs as you find well-designed templates which save time and make Résumé a decent one. Any person, without knowing Alignment and Formatting, can easily prepare an appealing Résumé. A Sample is given below:

Dr Talanki Jeevan Kumar

A Teacher by Choice but not by Chance
<http://drtjeevankumar.blogspot.com/>

6-1-841-1, Kovur Nagar,
 Ananthapuramu - 515 004.
 Andhra Pradesh. India.
 +91 - 94413 88434 / 8341 8341 48
dr.tjeevan@gmail.com

EXPERIENCE

K.H. Govt. Degree College, Dharmavaram – Asst. Professor

May 2017 - PRESENT

Additional Positions Hold: **IQAC Coordinator, JKC Coordinator**

Govt. College (A), Ananthapuramu — Asst. Professor

December 2011 - May 2017

Additional Positions Hold: **JKC Coordinator & Placement Officer**

Balaji Colleges, Ananthapuramu — Asst. Professor

July 2005 - December 2011

Additional Positions Hold: Head, Department of English

EDUCATION

Sri Krishnadevaraya University, Ananthapuramu — Ph.D.

August 2008 - January 2011

Specialization: Modern British Drama

Sri Krishnadevaraya University, Ananthapuramu — MA Eng

July 2005 - April 2007

Achievements: University Topper

PUBLICATIONS

Books — 03

Articles — 50

SKILLS

Sound Knowledge on Computer

Good Powers of Expression

Certified Teacher Trainer

Shorthand and Typewriting in
 English, Telugu, and Hindi.

AWARDS

Gold Medallist

(for securing the highest
 marks at PG Level)

Kamamma Memorial Prize

(for scoring the top marks at
 PG Level)

Best Student of the Year

(for securing the highest
 marks at UG Level)

LANGUAGES

English, Hindi, and Telugu

Activities:

- Collect sample Résumés from the Internet or from any other source and go through the Résumés
- Observe carefully what points they have included in the Résumé and what they have avoided from the Résumé
- Prepare a Résumé of your own after going through all the collected Résumé

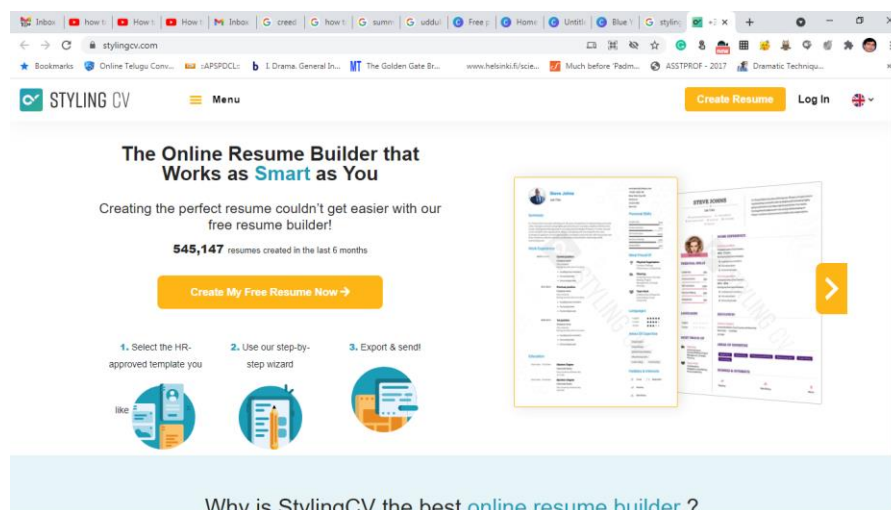
Assignments:

1. Imagine that you have completed your graduation and are applying for a job as a teacher. Prepare a Résumé along with a covering letter that is suitable for a teaching post.
2. Imagine that you have completed your graduation and are applying for a job as an Accountant. Prepare a Résumé along with a cover letter that is suitable for an Accountant Job.
3. Prepare a Curriculum Vitae using the details given below:
You are Swaroop applying for the post of High School Teacher. Eligibility – B.Sc., B.Ed., Experience – 3 Years.
4. Prepare a Curriculum Vitae with the help of details furnished below:
Apply for the post of a Receptionist in a Travel Agency. Eligibility – Any Degree with Computer Knowledge, Languages – Hindi, English, and Telugu.
5. Imagine that you have completed a degree in Dance. Prepare a Résumé along with a covering letter that is suitable for the job of a Dance Teacher in Natya Kala Mandir.

You can visit

<https://stylingcv.com/>

the Online Resume Builder that Works as Smart as You



Unit – V: Skills
Letters

- How do you keep in touch with family and friends who are far away?
- Have you written any letters to others in the past? If yes, whom and how did you write?
- Have you received any letter from your friend or family member? If yes, how did s/he write?



Letter writing is the most commonly used mode of written communication. It is an art that attracted great people like Nehru, Keats, and Macaulay. It has many advantages. It has a personal touch and imprint of the personality of the writer. It fastens good relations. Like any other skill, it can be learnt through practice. It is of two types: a) Formal Letters and b) Informal Letters.

Formal letters are between individuals on official matters. They include Business Letters, Official Letters, Job Applications, Enquiries, Complaints, Letters to the Editor, etc. They are drafted in a prescribed format.

Informal letters are written to friends, parents, relatives, and acquaintances who know each other fairly well. They are friendly in nature. Such letters include congratulatory letters, complimentary letters, requests for favours, “thank you” letters, letters of encouragement, information letters, etc. They have their own pattern.

Qualities of a Good Letter:

- A suitable format (Formal or Informal)
- An appropriate salutation/greeting (Dear Sir/Madam or Dear Suman/Sumi)
- A well-organized body of the letter.
- Right tone (Polite and formal, language simple and clear, short sentences)
- A complimentary subscription (Yours sincerely/faithfully/friendly/lovingly)

Format/Layout of a Formal Letter

<p>From (Sender's Address)</p> <p>To (Receiver's Address)</p> <p>Salutation,</p> <p style="padding-left: 40px;">Sub:-</p> <p style="padding-left: 40px;">Body of the letter</p> <p>Enclosures (if any)</p>	<p>Place: Date:</p> <p style="text-align: center;">- - -</p> <p style="text-align: right;">Subscription</p>
--	---

Sample Formal Letter (Job Application)

<p>From S. Suresh, Teacher in English, Kovur Street, Nellore.</p> <p>To Principal, Vidya Engineering College, Nellore.</p> <p>Sir,</p> <p style="padding-left: 40px;">Sub:- Application for the post of Lecturer of English – Reg.</p> <p style="text-align: center;">- - -</p> <p>In response to your advertisement in <i>Eenadu</i> of 10-04-2021, I would like to offer myself as a candidate for the post of Lecturer in English.</p> <p>I pursued M.A. English Literature from Vikrama Simhapuri University and won Gold Medal. I have been working as Lecturer in English in a Private Degree College for the last six years and won acclaim as a good teacher. Besides teaching I have published two articles and attended ten national seminars.</p> <p>Thus, with my qualifications, I feel I can offer my services to your educational institution.</p> <p style="padding-left: 40px;">Looking forward to hearing from you.</p> <p>Encl: Résumé</p>	<p style="text-align: right;">Nellore, 14-04-2021.</p> <p style="text-align: right;">Yours faithfully, S. Suresh</p>
--	--

Salutation in Formal Letters:

To Whom	Salutation
For unknown people	Dear Sir/Madam, Sir/Madam,
For known people	Dear Ravi / Lakshmi,
For Editors	Sir/Madam,

Salutation and Subscription in Formal Letters:

If Salutation is	Then Subscription should be
Dear Sir/Madam, Sir/Madam,	Yours faithfully,
Dear Ravi, Dear Lakshmi,	Yours sincerely,

Format/Layout of an Informal Letter

<p>Salutation,</p> <p style="text-align: center;">Body of the letter</p>	<p>Place:</p> <p>Date:</p> <p style="text-align: right;">Subscription</p>
--	---

Sample Informal Letter

<p>Dear Mahesh,</p> <p>I am fine here. Hope you too are doing well. I got a gold medal in my MA final exams. I felt extremely happy when I came to know about this. I am sure you too must be doing well in your studies. I will be coming to Hyderabad next week. Hope to meet you then.</p> <p>Convey my regards to your parents.</p>	<p>Kurnool,</p> <p>14-04-2021.</p> <p style="text-align: right;">Yours lovingly, S. Suresh.</p>
---	---

Note: The Americans

Salutation in Informal Letters:

To Whom	Salutation
Near relatives	Dear Mother/Dad/Uncle/Mahesh/Sunitha
Friends	Dear or My dear Hari/Sakshi
Acquaintances	Dear Mr. Raju/Mrs./Miss Rani

Salutation and Subscription in Informal Letters:

To Whom	Subscription
Near relatives	Yours affectionately, Yours lovingly
Friends	Yours sincerely, Yours truly, Yours ever
Acquaintances	Yours sincerely

Activities

- Write a letter to yourself or to your friend on any topic
- Collect sample official letters and go through how those letters are written
- Read “Letters to the Editors” of English newspapers and observe how they have written

Complete the following informal letter:

<div style="text-align: right; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 150px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 150px;"></div> </div> <p>Dear _____</p> <p>I am fine by the grace of God. _____. I got admission in _____ in _____. The teachers are _____ in the College. They are very _____. I made _____ with some of my classmates. They are _____. There is an _____ atmosphere in the college.</p> <p>Please give a _____ to my letter. Convey _____ to your parents. Hope to see you during _____ holidays.</p> <div style="text-align: right; margin-top: 20px;"> <div style="border-bottom: 1px solid black; width: 150px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 150px;"></div> </div>
--

Assignments:

1. Write a letter to the Principal of your institution requesting to issue a study certificate to get a concessional travel pass.
2. Write a letter to the Editor of any newspaper about a road accident you witnessed while going to your college.
3. Write a letter asking the publishers to send an English textbook to your address.
4. Write an informal letter to your friend describing your college life since you got admission into the college.
5. Write a letter as a suitable candidate applying for the post of accountant in response to the newspaper advertisement.

Unit – V: Skills
Email Writing

- What are the modes of sending communication quickly?
- Did you ever send any information by using digital communication? If yes, what is that mode?
- Have you sent/received any email from your friend, family member, or any organization? If yes, go through the layout, language and content used in it.



The process of sharing/exchanging information by two or more parties through digital communication tools is called E-correspondence. It is an advanced system of exchanging information. It is a substitute to earlier mailing system that involved writing, covering, stamping, dispatching to the concerned etc. It includes e-mails, text messages to mobile, voicemails, etc.

E-mail or email is the short form of electronic mail. It is a way of sending messages and data to other people through computers connected to a network. It reaches anyone and anywhere instantly (within seconds). But to send or receive an email one should have an email account. An E-mail account is an arrangement that somebody has with a company that allows them to use the Internet, send, and receive messages. Today millions of e-mails are exchanged every day – virtually every business relies on it and many people see it as their preferred method of communication.

Tips for Writing E-mail

- All e-mails (business or academic) should be polite depending on whom you are writing to and what you are asking them.
- E-mails between colleagues of a similar status can be informal and personal, but should still be polite and friendly.
- Writers must use simple and lucid sentences.
- Writers should not write incomplete sentences and exclamation marks.
- Tone may vary depending on how well the writer knows the reader.

Etiquette of E-mail Writing (Netiquette):

- Use a professional email address (usually with your own name)
- Double-check that you have selected the correct recipient's email.
- Always use a short, informative subject line.
- Your subject line must match the message.
- Use appropriate salutations.
- Keep it short and get to the point.
- Discuss only public problems and be careful with confidential information.
- Avoid using shortcuts to real words, emoticons, jargon, or slang.
- Mention attachments and say what they contain.
- Re-read your email before you send it to make sure it is understandable and not offensive.
- Proofread every message before you send it because your e-mail is a reflection of you.
- Don't leave the body of the email empty.
- Think twice before hitting 'reply all.'
- Acknowledge the email attachments you receive.
- Respond in a timely fashion.
- Realize the fact that people from different cultures speak and write differently.

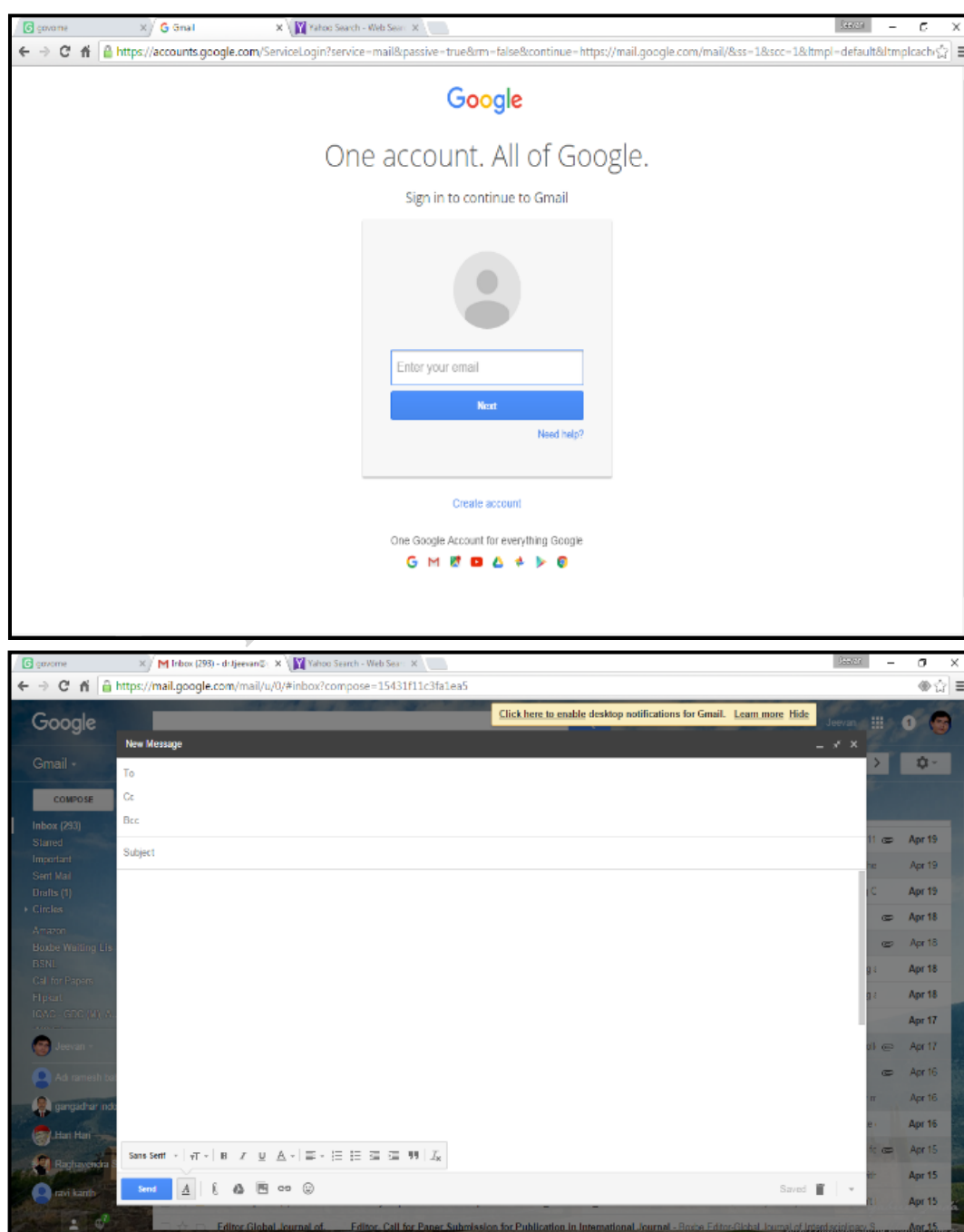
Guidelines to write an e-mail:

- Use the *To* line for the recipient's email id; if there is more than one, the addresses can be separated by commas (,). The email id should always be in small caps. For instance, m.mahesh@gmail.com. The recipient's email will appear automatically if any communication is made with the same email.
- The general practice to use the *Cc* (Carbon copy) field is to send a copy of the email to people just to keep them in the loop. Email etiquette says that the people you keep in the CC field are **not expected to take any action or reply to the message**.
- The *BCC* (Blind copy) field is to send an email to the people who want to protect the privacy of the recipients. The address you type here cannot be seen by other recipients. These people cannot be part of the future communications on the mail thread. If they want to contact anyone, they have to type the sender's email address separately.
- Do not skip the *Subject* line. It must give a clear idea of the content of your message so that the recipient will immediately know what the letter is about. Make the title in the subject line short and specific so that the recipient can quickly understand the body of the letter.
- Send files that you want to go with your message as *attachments*. The recipient has to download them to read or see them.

- Do not type the email message in capital letters; it is considered to be a rude act, and it will offend the recipient.
- Do not risk writing anything highly confidential, such as your ATM password or credit card number, in your messages. Though email gives privacy to users, remembers that your message can be retried by hackers, criminals or other people looking for information.

Procedure to send an Email:

Click on a browser icon (Internet Explorer/Google Chrome/Firefox/Opera/Bing). Once the window is opened, type the name of the site (Gmail, Hotmail, Yahoo, Rediffmail, etc.) in which you have your email id. Enter your user id and password in the box that appears on the webpage. Click on the ‘Compose’ button which you see on the left side of the screen. You will get the following window:



Sample Email:

To	:	m.mahesh@gmail.com
CC	:	s.suresh@gmail.com
BCC	:	n.naresh@gmail.com
Subject	:	Request for sending the book
Attachment	:	c://desktop/cover page of the textbook

Dear Mahesh,

I am doing well here. Hope you too are doing well. I am direly in need of the English Textbook entitled “A Course in Reading and Writing Skills.” It is not available in the place where I am living. Somebody told me that it is available in your place. So, please send the textbook to my personal address so that I can go through the text when the teacher is teaching the lessons. Please send the book to the address furnished below:

M. Mahesh, 1-1-184, Kona Street, Nuziveedu – 581 603.

I will transfer the money after receiving a reply from you.

Thank you. Looking forward to receiving the book.

Activity (Pair Work):

- Create an e-mail ID if you don't have any.
- Send an e-mail to your friend congratulating him on his success in the final exams.
- Send an e-mail to a publisher with a request to send their catalogue.

Assignment Questions:

1. Compose an email to your father asking him to permit you to go for an educational tour and request him to send money.
2. Write an email to your friend mentioning the importance of sports and also encouraging him to participate in the sports.
3. You are Amar, a graduate in Chemical Science. You have three years of working experience in a chemical lab. Write an email application letter in response to an advertisement for the post of Lab-Assistant in a well-known pharmaceutical company. Refer only briefly to your educational qualifications and work experience in the body of the letter and say that you are attaching your CV and testimonials for the company's reference:
4. Send an Email to the Editor of the English newspaper by following the hints given:
Major Road Accident – Car and Scooter – Clock Tower – 10.00 AM – One person severely wounded – any other information.
5. Write an email to your younger sister by using the following hints:
Important of Education – Knowledge of Computer – Personality Development – Character – Bright future.